



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

**REQUEST FOR QUOTATION**

The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **“FOOD AND ACCOMMODATION FOR THE CONFERENCE ON THE CURRICULUM INTEGRATION OF SCIENCE INVESTIGATORY PROJECTS AND ALIGNMENT WITH INTERNATIONAL SCIENCE AND TECHNOLOGY FAIR STANDARDS ON SEPTEMBER 9-11, 2025”** in accordance with Alternative Method of Procurement under Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

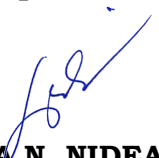
The Approved Budget for the Contract (ABC) is **SEVEN HUNDRED FIFTY THOUSAND PESOS (Php750,000.00).**

Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom/last page of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than JULY 22, 2025 at 9:00 A.M.** at the BAC Secretariat, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal. **Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.**

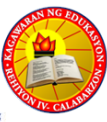
A copy of your 2025 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor’s Permit.

Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **(02) 8682-2114** or by email at **[bac.calabarzon@deped.gov.ph](mailto:bac.calabarzon@deped.gov.ph)**.

  
**LOIDA N. NIDEA**  
BAC Chairperson

ROA/Pro3/LRTM



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



|                |             |      |        |
|----------------|-------------|------|--------|
| Doc. Ref. Code | RO-ASD-F119 | Rev  | 00     |
| Effectivity    | 11.06.23    | Page | 1 of 6 |



Certificate No. PHP QMS  
22 93 0085

Date: \_\_\_\_\_

|                                            |  |
|--------------------------------------------|--|
| <b>Name of Company:</b>                    |  |
| <b>Address:</b>                            |  |
| <b>Name of Store/Shop (if applicable):</b> |  |
| <b>TIN:</b>                                |  |
| <b>PhilGEPS Registration Number:</b>       |  |

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TECHNICAL SPECIFICATION**

- (1) Please quote your **best offer** for the item/s below. **Please do not leave any blank items. Indicate "0" if item being offered is for free.**
- (2) Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

| Item | Description | Total QTY | Bidder's Statement of Compliance ("Comply" or "Not Comply") | Unit Cost (VAT Inclusive) | Total Cost (VAT Inclusive) |
|------|-------------|-----------|-------------------------------------------------------------|---------------------------|----------------------------|
|------|-------------|-----------|-------------------------------------------------------------|---------------------------|----------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------|--------------|--------------------------------------------------------------------------------------|--------------|--------------|------------------|-------------------------------------------------------------------------------------------------------------|---------|---------|------------------|-------------------------------------|------------------|---------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|---------------------------------------------------------------|--|--|--|--------------------------------------------------------------------|--|--|--|--------------------------------------------------|--|--|--|-----------------------------------------------------------------------------------------------------------------------------------------|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--------------|--------------|--------------|--------------|------------------|---------|---------|---------|------------------|--------------|------------------|---------------|---------------------------------------------------------------------------|--|--|--|
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>FOOD AND<br/>ACCOMMODATION<br/>(Within TAGAYTAY)</b><br><br><b>SEPTEMBER 9-11, 2025</b><br><br><b>Php 2,000.00/pax/day</b> | <b>100<br/>pax for<br/>3 days</b> |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <b>Specifications from End-User</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |                                   |              |              | <b>Bidder’s<br/>Statement of<br/>Compliance<br/> (“Comply” or<br/> “Not Comply”)</b> |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <p>I. Type of Activity/ies: <u>Design and Development Workshop</u></p> <p>II. Number of Days: <u>3 days</u></p> <p>III. Desired Venue and/ or Function: Somewhere in Tagaytay</p> <p>IV. <i>Type of Accommodation for secretariat/facilitators and guests:</i></p> <ul style="list-style-type: none"><li>● <b>Double or Triple Sharing rooms for</b> participants, single bed</li><li>● No bed mattress on the floor</li><li>● 24-hours Hot and Cold Shower, Clean Beddings, Rooms and Restroom<ul style="list-style-type: none"><li>■ Check-in time: <u>6:00 AM</u></li><li>■ Check-out time: <u>5:00 PM</u></li></ul></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <table><tr><td colspan="4"><b>Function Room:</b></td></tr><tr><td colspan="4">● Can accommodate at least <b>100 pax</b> in a <b>Conference set-up; with provision for break-out rooms</b></td></tr><tr><td colspan="4">● Well-lighted and well-ventilated;</td></tr><tr><td colspan="4">● Availability of audio-visual equipment with stand-by assistant:<ul style="list-style-type: none"><li>■ At least <b>4 LCD projector and widescreens</b></li><li>■ At least <b>2 Whiteboard with marker/s and erasers,</b></li><li>■ Complete set sound system, at least <b>10 extension cords</b> for laptop,</li><li>■ <b>4 wireless microphones, 2 microphone stands,</b> and</li><li>■ Podium/lectern, etc.</li></ul></td></tr><tr><td colspan="4">● Unlimited access to internet / Wi-Fi in all areas of venue;</td></tr><tr><td colspan="4">● At least <b>3 table</b> for the Secretariat (Registration Area);</td></tr><tr><td colspan="4">● No pillars in the middle of the function room.</td></tr><tr><td colspan="4"><b>Meals:</b><ul style="list-style-type: none"><li>● First meal: Snack (First Day)</li><li>● Last Meal: PM Snacks (Last Day)</li></ul></td></tr><tr><td colspan="4"><table><tr><td><b>MEALS</b></td><td><b>Day 1</b></td><td><b>Day 2</b></td><td><b>Day 3</b></td></tr><tr><td><i>Breakfast</i></td><td rowspan="5">100 pax</td><td rowspan="5">100 pax</td><td rowspan="5">100 pax</td></tr><tr><td><i>AM snacks</i></td></tr><tr><td><i>Lunch</i></td></tr><tr><td><i>PM Snacks</i></td></tr><tr><td><i>Dinner</i></td></tr></table></td></tr><tr><td colspan="4">● Any type of buffet with stand-by waiters (Breakfast, Lunch and Dinner);</td></tr></table> |                                                                                                                               |                                   |              |              | <b>Function Room:</b>                                                                |              |              |                  | ● Can accommodate at least <b>100 pax</b> in a <b>Conference set-up; with provision for break-out rooms</b> |         |         |                  | ● Well-lighted and well-ventilated; |                  |               |  | ● Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"><li>■ At least <b>4 LCD projector and widescreens</b></li><li>■ At least <b>2 Whiteboard with marker/s and erasers,</b></li><li>■ Complete set sound system, at least <b>10 extension cords</b> for laptop,</li><li>■ <b>4 wireless microphones, 2 microphone stands,</b> and</li><li>■ Podium/lectern, etc.</li></ul> |  |  |  | ● Unlimited access to internet / Wi-Fi in all areas of venue; |  |  |  | ● At least <b>3 table</b> for the Secretariat (Registration Area); |  |  |  | ● No pillars in the middle of the function room. |  |  |  | <b>Meals:</b> <ul style="list-style-type: none"><li>● First meal: Snack (First Day)</li><li>● Last Meal: PM Snacks (Last Day)</li></ul> |  |  |  | <table><tr><td><b>MEALS</b></td><td><b>Day 1</b></td><td><b>Day 2</b></td><td><b>Day 3</b></td></tr><tr><td><i>Breakfast</i></td><td rowspan="5">100 pax</td><td rowspan="5">100 pax</td><td rowspan="5">100 pax</td></tr><tr><td><i>AM snacks</i></td></tr><tr><td><i>Lunch</i></td></tr><tr><td><i>PM Snacks</i></td></tr><tr><td><i>Dinner</i></td></tr></table> |  |  |  | <b>MEALS</b> | <b>Day 1</b> | <b>Day 2</b> | <b>Day 3</b> | <i>Breakfast</i> | 100 pax | 100 pax | 100 pax | <i>AM snacks</i> | <i>Lunch</i> | <i>PM Snacks</i> | <i>Dinner</i> | ● Any type of buffet with stand-by waiters (Breakfast, Lunch and Dinner); |  |  |  |
| <b>Function Room:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| ● Can accommodate at least <b>100 pax</b> in a <b>Conference set-up; with provision for break-out rooms</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| ● Well-lighted and well-ventilated;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| ● Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"><li>■ At least <b>4 LCD projector and widescreens</b></li><li>■ At least <b>2 Whiteboard with marker/s and erasers,</b></li><li>■ Complete set sound system, at least <b>10 extension cords</b> for laptop,</li><li>■ <b>4 wireless microphones, 2 microphone stands,</b> and</li><li>■ Podium/lectern, etc.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| ● Unlimited access to internet / Wi-Fi in all areas of venue;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| ● At least <b>3 table</b> for the Secretariat (Registration Area);                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| ● No pillars in the middle of the function room.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <b>Meals:</b> <ul style="list-style-type: none"><li>● First meal: Snack (First Day)</li><li>● Last Meal: PM Snacks (Last Day)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <table><tr><td><b>MEALS</b></td><td><b>Day 1</b></td><td><b>Day 2</b></td><td><b>Day 3</b></td></tr><tr><td><i>Breakfast</i></td><td rowspan="5">100 pax</td><td rowspan="5">100 pax</td><td rowspan="5">100 pax</td></tr><tr><td><i>AM snacks</i></td></tr><tr><td><i>Lunch</i></td></tr><tr><td><i>PM Snacks</i></td></tr><tr><td><i>Dinner</i></td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                               |                                   |              | <b>MEALS</b> | <b>Day 1</b>                                                                         | <b>Day 2</b> | <b>Day 3</b> | <i>Breakfast</i> | 100 pax                                                                                                     | 100 pax | 100 pax | <i>AM snacks</i> | <i>Lunch</i>                        | <i>PM Snacks</i> | <i>Dinner</i> |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <b>MEALS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Day 1</b>                                                                                                                  | <b>Day 2</b>                      | <b>Day 3</b> |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <i>Breakfast</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 100 pax                                                                                                                       | 100 pax                           | 100 pax      |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <i>AM snacks</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <i>Lunch</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <i>PM Snacks</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| <i>Dinner</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |
| ● Any type of buffet with stand-by waiters (Breakfast, Lunch and Dinner);                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                               |                                   |              |              |                                                                                      |              |              |                  |                                                                                                             |         |         |                  |                                     |                  |               |  |                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |  |                                                               |  |  |  |                                                                    |  |  |  |                                                  |  |  |  |                                                                                                                                         |  |  |  |                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |              |              |              |              |                  |         |         |         |                  |              |                  |               |                                                                           |  |  |  |

|                                                                                                                                                                                                                                                                                                                  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>● For breakfast: e.g. __ main dishes, rice, bread, choice of hot tea/ chocolate or coffee;</li> </ul>                                                                                                                                                                     |  |  |
| <ul style="list-style-type: none"> <li>● For lunch and dinner: e.g. __ main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice, dessert: fruit or salad and drinks<br/>(Purely vegetarian or halal food may be required during the event proper);</li> </ul> |  |  |
| <ul style="list-style-type: none"> <li>● AM and PM Snacks with drinks;</li> </ul>                                                                                                                                                                                                                                |  |  |
| <ul style="list-style-type: none"> <li>● Free flowing coffee and/or tea; and hot chocolate;</li> </ul>                                                                                                                                                                                                           |  |  |
| <ul style="list-style-type: none"> <li>● Candies, and Stand-by waiters.</li> </ul>                                                                                                                                                                                                                               |  |  |
| <b>Another Requirement/s:</b>                                                                                                                                                                                                                                                                                    |  |  |
| <ul style="list-style-type: none"> <li>● Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area;</li> </ul>                                                                                                                                              |  |  |
| <ul style="list-style-type: none"> <li>● Provision for backdrop for the activity; and Tarpaulin display at Project Site, not to exceed 3 x 4 feet; optional for Projects not exceeding 5 days (COA Circ. 2013-004);</li> </ul>                                                                                   |  |  |
| <ul style="list-style-type: none"> <li>● With appropriate and sufficient parking area for VIP and other Guests;</li> </ul>                                                                                                                                                                                       |  |  |
| <ul style="list-style-type: none"> <li>● With 24-hour security, front desk and housekeeping services.</li> </ul>                                                                                                                                                                                                 |  |  |
| <b>TOTAL COST:</b>                                                                                                                                                                                                                                                                                               |  |  |

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

| <b><u>SCHEDULE OF REQUIREMENTS</u></b>                                                                                                                          | <b><u>BIDDER'S STATEMENT OF COMPLIANCE</u></b><br><b>("Comply" or "Not Comply")</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each SCHEDULE. |                                                                                     |
| <b>SEPTEMBER 9-11, 2025</b>                                                                                                                                     |                                                                                     |

| <b><u>FINANCIAL OFFER</u></b>           |                                     |
|-----------------------------------------|-------------------------------------|
| <b>Approved Budget for the Contract</b> | <b>Your Total Offered Quotation</b> |
| <b>Php750,000.00</b>                    | In words:                           |
|                                         | In figures:                         |

|                                |                                                                                                                                                                                                                                                                                                                              |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Payment Details:</u></b> | Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfilment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user. |
| <b>Banking Institution</b>     |                                                                                                                                                                                                                                                                                                                              |
| <b>Account Number</b>          |                                                                                                                                                                                                                                                                                                                              |
| <b>Account Name</b>            |                                                                                                                                                                                                                                                                                                                              |
| <b>Branch</b>                  |                                                                                                                                                                                                                                                                                                                              |

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Department of Education Region 4A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM

shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Department of Education Region IV-A shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Fax/Mobile Number

\_\_\_\_\_  
E-mail Address/es