



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

REQUEST FOR QUOTATION

The **Department of Education Region IV-A (CALABARZON)** through the **Procurement Unit**, intends to procure **“FOOD AND ACCOMMODATION FOR THE WRITESHOP ON RESOLUTION AND DECISION WRITING (2nd HALF) ON DECEMBER 1-5 2025”** through **Small Value Procurement pursuant to Section 34** of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009. Pursuant to the Office Memorandum No. **DEPED-4A-PU-OM-2025-182** dated September 25, 2025, which authorizes the Procurement Unit (PU) to undertake this project, the PU proceeded with the procurement process.

The Approved Budget for the Contract (ABC) is **TWO HUNDRED SIXTY THOUSAND PESOS (Php260,000.00)**.

Please submit your **Best Offer** for the item/s described herein together with the following documents on or before **November 10, 2025 at 9:00 A.M.:**

- a. **Business/Mayor's Permit**
- b. **PhilGEPS Registration Number**
- c. **Latest Income/Business Tax Return; and**
- d. **Notarized Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership or cooperative; or Original Special Power of Attorney of all member of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the bidder.**

Subject to the Terms and Conditions provided at the bottom/last page of this Request for Quotation (RFQ).

We highly encouraged interested supplier/s to use the Quotation Form provided to minimize error or omission of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotation may be submitted through electronic mail at **bac.calabarzon@deped.gov.ph** or physically at Procurement Unit, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal.

Quotation, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

The Head of the Procuring Entity (HoPE) of this office reserves the right to reject any and all quotations, declare a failure of procurement or not award the contract at any time prior to contract award in accordance with Section 70 of the IRR of RA No. 12009, without hereby incurring any liability to the affected bidder or bidders.

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


JOCELYN L. MARTIN
Administrative Officer IV
Procurement Unit

08F/ROA/JLCC



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



RO-ASD-F119

Doc. Ref. Code	RO-ASD-F119	Rev	01
Effectivity	09.01.2025	Page	1 of 6



Certificate No. PHP QMS
22 93 0085

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

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.	FOOD AND ACCOMMODATION (WITHIN NCR) DECEMBER 1-5, 2025 Php2,000.00/pax/day	26 pax for 5 days			
TOTAL COST:					
Specifications from End-User					Bidder’s Statement of Compliance (“Comply” or “Not Comply”)
I. Type of Activity/ies: <u>Conference</u> II. Number of Days: <u>5 days (December 1-5, 2025)</u> III. Desired Venue and/or Function: IV. Type of Accommodation for secretariat / facilitators and guests: ✓ <u>At least Single/Double sharing rooms</u> ✓ No bed mattress on the floor & no bed sharing. • 24-hours Hot and Cold Shower, Clean Beddings, Rooms and Restroom ○ Check-in time: 10:00 AM ○ Check-out time: 5:00 PM					
Function Room:					
• Can accommodate at least 26 pax in a Classroom set-up.					
• Well-lighted and well-ventilated;					
• Availability of audio-visual equipment with stand-by assistant: ○ At least one (1) LCD projector and wide screens, ○ At least 1 whiteboard with marker/s and erasers, ○ Complete set sound system, at least 10 extension cords for laptops, ○ 3 wireless microphones, (2 wireless & 1 wired microphones), 1 microphone stand, and ○ Podium/lectern, etc.					
• Unlimited access to internet / Wi-Fi in all areas of venue;					
• At least 1 table for the Secretariat (Registration Area);					
• No pillars in the middle of the function room.					

Meals:**December 1-5, 2025**

- First meal: **Breakfast (DAY 1)**
- Last meal: **PM Snack (LAST DAY)**

MEALS	Day 1 Dec. 1, 2025	Day 2 Dec. 2, 2025	Day 3 Dec. 3, 2025	Day 4 Dec. 4, 2025	Day 5 Dec. 5, 2025
<i>Breakfast</i>	26 pax	26 pax	26 pax	26 pax	26 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);
- For breakfast: e.g.____main dishes, rice, bread, choice of hot tea/chocolate or coffee;
- 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
(Purely vegetarian or halal food may be required during the event proper);
- AM and PM Snacks with drinks;
- Free flowing coffee, tea;
- Candies; and Stand-by waiters.

Another Requirement/s:

- Maintaining cleanliness-function hall, accessible restrooms, sleeping quarters, hallway, coffee/ tea / area, and dining area;
- Provision for backdrop for the activity; and Tarpaulin display at Project Site, not to exceed 3" x 4"; optional for Projects not exceeding 5 days (COA Circ. 2013-004);
- With appropriate and sufficient parking area for VIP and other Guests;
- With 24-hour security, front desk and housekeeping services.

TOTAL COST:

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

SCHEDULE OF REQUIREMENTS 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.	<u>BIDDER'S STATEMENT OF COMPLIANCE</u> ("Comply" or "Not Comply")
DECEMBER 1-5, 2025	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php260,000.00	In words:
	In figures:
<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

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 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