



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 **“LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE REGIONAL TRAINING OF DIVISION TRAINERS FOR THE REVISED GRADES 6, 9 AND 10 CURRICULUM ON APRIL 27-30, 2026 (Grade 6), MAY 5-8, 2026 (GRADE 9), MAY 12-16, 2026 (GRADE 10) & MAY 19-22, 2026 (GRADES 6, 9, 10 TLE)”** in accordance with **Section 35.9 (Lease of Real Property and Venue)** of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

The Approved Budget for the Contract (ABC) are as follows:

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	GRADE 6 GRADE 9 GRADE 10 GRADE 6, 9, 10 TLE	Php6,888,000.00
2	GRADE 6 GRADE 9 GRADE 10 GRADE 6, 9, 10 TLE	Php9,656,000.00
3	GRADE 6 GRADE 9 GRADE 10 GRADE 6, 9, 10 TLE	Php4,968,000.00
4	GRADE 6 GRADE 9 GRADE 10 GRADE 6, 9, 10 TLE	Php5,728,000.00

INTERESTED SERVICE PROVIDERS MAY SUBMIT A QUOTATION IN ANY OF THE ABOVE ENUMERATED LOTS AND EVALUATION, INCLUDING AWARD OF CONTRACT, WILL BE UNDERTAKEN ON A PER LOT BASIS.

Please submit your **Best Offer** for the item/s described herein together with the following documents on or before **APRIL 7, 2025 at 9:00 A.M.:**

- Business/Mayor’s Permit**
- PhilGEPS Registration Number**
- Latest Income/Business Tax Return; and**
- 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

08F/ROA/MJLS



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	00
Effectivity	11.06.23	Page	1 of 10



Certificate No. PHP QMS
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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@depd.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@depd.gov.ph**.


JOCELYN L. MARTIN
Administrative Officer IV
Procurement Unit

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.

LOT	Description	Total QTY	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
1.	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (WITHIN CAVITE, LUCENA CITY AND NCR) Php2,000.00/pax/day				
	GRADE 6 APRIL 27-30, 2026	272 pax for 4 days			
	GRADE 9 MAY 5-8, 2026	186 pax for 4 days			
	GRADE 10 MAY 12-16, 2026	164 pax for 4 days			
	GRADE 6, 9, 10 TLE MAY 19-22, 2026	239 pax for 4 days			
TOTAL COST:					
2.	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (WITHIN CAVITE, LUCENA CITY AND NCR) Php2,000.00/pax/day				
	GRADE 6 APRIL 27-30, 2026	284 pax for 4 days			
	GRADE 9 MAY 5-8, 2026	289 pax for 4 days			

	GRADE 10 MAY 12-16, 2026	265 pax for 4 days			
	GRADE 6, 9, 10 TLE MAY 19-22, 2026	269 pax for 4 days			
TOTAL COST:					
3.	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (WITHIN CAVITE, LUCENA CITY AND NCR) Php2,000.00/pax/day				
	GRADE 6 APRIL 27-30, 2026	222 pax for 4 days			
	GRADE 9 MAY 5-8, 2026	208 pax for 4 days			
	GRADE 10 MAY 12-16, 2026	191 pax for 4 days			
TOTAL COST:					
4.	LEASE OF VENUE WITH FOOD AND ACCOMMODATION (WITHIN CAVITE, LUCENA CITY AND NCR) Php2,000.00/pax/day				
	GRADE 6 APRIL 27-30, 2026	227 pax for 4 days			
	GRADE 9 MAY 5-8, 2026	256 pax for 4 days			
	GRADE 10 MAY 12-16, 2026	233 pax for 4 days			
TOTAL COST:					

Specifications from End-User

- I. Type of Activity/ies: Training
- II. Number of Days: **four (4) days**
- III. Desired Venue and/or Function: Within Cavite, Lucena City and NCR
- IV. Type of Accommodation for secretariat / facilitators and guests:
- ✓ **Twin to Triple sharing rooms (strictly single beds only)**
 - ✓ No bed mattresses on the floor.
 - ✓ 24-hours Hot and Cold Shower, Clean Beddings, Rooms and Restroom
 - Check-in time: 2:00 PM
 - Check-out time: 12:00 PM

Function Room:

GRADES	Hall Requirements	Per Breakout Room Requirements
GRADE 6	<ul style="list-style-type: none"> • 5 Breakout Rooms (that can accommodate 50 participants each) for LOT 1, 3, and 4; • 6 Breakout Rooms (that can accommodate 50 participants each) for LOT 2; • 1 PMT room each lots; and • 6 workshop tables with 8 chairs each and 1 long table for PMT for each breakout room. 	<ul style="list-style-type: none"> • Well-lighted and well-ventilated; • At least one (1) LCD projector and wide screen per breakout; • Complete set sound system, and 6 extension cords for each breakout room; • 2 wireless microphones and 1 microphone stand for each breakout room; and • Podium/lectern, etc. • Unlimited access to internet / Wi-Fi in all areas of venue including the rooms; • No pillars in the middle of the function room.
GRADE 9	<ul style="list-style-type: none"> • 4 Breakout Rooms (that can accommodate 50 participants each) for LOT 1, and 3; • 5 Breakout Rooms (that can accommodate 50 participants each) for LOT 2, and 4; • 1 PMT room each lots; and 	

	<ul style="list-style-type: none"> • 6 workshop tables with 8 chairs each and 1 long table for PMT for each breakout room. 		
GRADE 10	<ul style="list-style-type: none"> • 3 Breakout Rooms (that can accommodate 50 participants each) for LOT 1; • 5 Breakout Rooms (that can accommodate 50 participants each) for LOT 2, and 4; • 4 Breakout Rooms (that can accommodate 50 participants each) for LOT 3; • 1 PMT room each lots; and • 6 workshop tables with 8 chairs each and 1 long table for PMT for each breakout room. 		
GRADE 6, 9, & 10 TLE	<ul style="list-style-type: none"> • 4 Breakout Rooms (that can accommodate 50 participants each) for LOT 1; • 8 Breakout Rooms (that can accommodate 50 participants each) for LOT 2; • 1 PMT room each lots; and • 6 workshop tables with 8 chairs each and 1 long table for PMT for each breakout room. 		

Meals:**GRADE 6**

MEALS	Day 1 April 27, 2026	Day 2 April 28, 2026	Day 3 April 29, 2026	Day 4 April 30, 2026
<i>Breakfast</i>	✓	✓	✓	✓
<i>AM snacks</i>				
<i>Lunch</i>				
<i>PM Snacks</i>				
<i>Dinner</i>				

GRADE 9

MEALS	Day 1 May 5, 2026	Day 2 May 6, 2026	Day 3 May 7, 2026	Day 4 May 8, 2026
<i>Breakfast</i>	✓	✓	✓	✓
<i>AM snacks</i>				
<i>Lunch</i>				
<i>PM Snacks</i>				
<i>Dinner</i>				

GRADE 10

MEALS	Day 1 May 12, 2026	Day 2 May 13, 2026	Day 3 May 14, 2026	Day 4 May 15, 2026
<i>Breakfast</i>	✓	✓	✓	✓
<i>AM snacks</i>				
<i>Lunch</i>				
<i>PM Snacks</i>				
<i>Dinner</i>				

GRADE 6, 9, & 10 TLE

MEALS	Day 1 May 19, 2026	Day 2 May 20, 2026	Day 3 May 21, 2026	Day 4 May 22, 2026
<i>Breakfast</i>	✓	✓	✓	✓
<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, and/or tea;
- Candies; and Stand-by waiters.

<p>Another Requirement/s:</p> <ul style="list-style-type: none"> • Provision of vehicle/s to transport the PMT and training materials from and to the Regional Office; • Provision of 4x6 tarpaulin for each breakout room; • Maintaining cleanliness-function hall, restrooms, sleeping quarters hallway, coffee/tea area, and dining area; • With appropriate and sufficient parking area for VIP and other Guests; • With 24-hour security, front desk and housekeeping services; • Accessible means of transportation for the participants; • Able and willing to ensure provisions for participants and guest with special conditions, breastfeeding moms, PWDs, and during emergency situations; • With elevator if session halls and accommodations are on the high floor/s; and • Responsive to safety and security requirements of the government. 	
TOTAL COST:	

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

<p><u>SCHEDULE OF REQUIREMENTS</u> 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.</p>	<p><u>BIDDER’S STATEMENT OF COMPLIANCE</u> (“Comply” or “Not Comply”)</p>
<p style="text-align: center;"><u>LOT 1</u></p> <p style="text-align: center;">GRADE 6 - APRIL 27-30, 2026, GRADE 9 - MAY 5-8, 2026, GRADE 10 - MAY 12-16, 2026, and GRADE 6, 9, 10 TLE - MAY 19-22, 2026</p>	
<p style="text-align: center;"><u>LOT 2</u></p> <p style="text-align: center;">GRADE 6 - APRIL 27-30, 2026, GRADE 9 - MAY 5-8, 2026, GRADE 10 - MAY 12-16, 2026, and GRADE 6, 9, 10 TLE - MAY 19-22, 2026</p>	
<p style="text-align: center;"><u>LOT 3</u></p> <p style="text-align: center;">GRADE 6 - APRIL 27-30, 2026, GRADE 9 - MAY 5-8, 2026, GRADE 10 - MAY 12-16, 2026, and GRADE 6, 9, 10 TLE - MAY 19-22, 2026</p>	
<p style="text-align: center;"><u>LOT 4</u></p> <p style="text-align: center;">GRADE 6 - APRIL 27-30, 2026, GRADE 9 - MAY 5-8, 2026, GRADE 10 - MAY 12-16, 2026, and GRADE 6, 9, 10 TLE - MAY 19-22, 2026</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php6,888,000.00	In words:
	In figures:
Php9,656,000.00	In words:
	In figures:
Php4,968,000.00	In words:
	In figures:
Php5,728,000.00	In words:
	In figures:
<u>Payment Details:</u>	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 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 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