



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

REQUEST FOR QUOTATION

The **Department of Education Region IV-A (CALABARZON)** through its **Procurement Unit**, intends to procure **“FOOD AND ACCOMMODATION FOR THE FISCAL YEAR 2027 POST-PLANNING WORKSHOP ON AUGUST 26-28, 2026”** 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 FIFTY-TWO THOUSAND PESOS (Php252,000.00).**

Please submit your **Best Offer** for the item/s described herein together with the following documents on or before **August 3, 2026 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



RO-ASD-F119

Doc. Ref. Code	RO-ASD-F119	Rev	01
Effectivity	09.01.25	Page	1 of 6

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 QUEZON CITY or NCR) AUGUST 26-28, 2026 Php2,000.00/pax/day	42 pax for 3 days			
TOTAL COST:					
Specifications from End-User					Bidder’s Statement of Compliance (“Comply” or “Not Comply”)
I. Scope of Requirement					
• The procurement shall cover a complete venue and hospitality service package for forty-two (42) participants for three (3) days, from August 26 to 28, 2026, within Quezon City, National Capital Region.					
• The package shall include accommodation, meals, use of a function room, audiovisual equipment, internet connectivity, basic workshop facilities, and related services necessary for the conduct of the activity.					
• The total contract price shall not exceed Php 252,000.00, equivalent to Php 2,000.00 per participant per day for forty-two (42) participants for three (3) days, inclusive of applicable taxes, service charges, and all other costs necessary to deliver the required services.					
• Any deviation, substitution, or change in the approved venue, accommodation, menu, equipment, facilities, or service schedule shall require prior written approval from the end-user and the appropriate procurement authority.					
II. Accommodation Requirements					
• At least two (2) single- or double-sharing rooms shall be provided for the secretariat, facilitators, and guests, as may be assigned by the end-user.					
• Triple-sharing rooms shall not be allowed for participants, and no mattress or improvised sleeping arrangement shall be placed on the floor.					
• All sleeping rooms shall be clean, properly ventilated or air-conditioned, and provided with clean beddings, towels, functional restrooms, and twenty-four-hour hot and cold shower.					
• The venue shall provide twenty-four-hour front-desk, housekeeping, and security services.					
• Standard check-in time shall be 12:00 NN on August 26, 2026, and check-out time shall be 2:00 PM on August 28, 2026, unless otherwise agreed in writing.					
III. Function Room:					
• One (1) function room that can comfortably accommodate at least forty-two (42) participants in a workshop setup for the entire activity period.					

- The function room shall be clean, well-lighted, well-ventilated or air-conditioned, and free from pillars or structural obstructions that may limit visibility and movement.
- At least two (2) LCD projectors with wide projection screens, with one positioned in front and one at the side, and with a standby technical assistant.
- A complete sound system, at least three (3) wireless microphones, one (1) whiteboard with markers and erasers, a podium or lectern, and at least nine (9) extension cords for laptops.
- Reliable and unlimited internet or Wi-Fi access in the function room, sleeping rooms, dining area, and common areas.
- At least one (1) table for the secretariat and registration area, sufficient workshop tables and chairs, and access to drinking water throughout the sessions.
- A reliable backup power source or generator capable of supporting the function room, audiovisual equipment, internet access, and essential venue services.
- An onsite venue coordinator who shall be available throughout the activity to address operational and service concerns.

IV. Meals

Day	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Day 1 August 26	Included	Included	Included	Included	Included
Day 2 August 27	Included	Included	Included	Included	Included
Day 3 August 28	Included	Included	Included	Packed	Not required

- Breakfast shall be available by 7:00 AM; AM snack before 10:00 AM; lunch before 11:30 AM; PM snack before 3:00 PM; and dinner before 6:00 PM, unless otherwise directed by the end-user.
- Breakfast shall include at least two (2) main dishes, rice, bread, and a choice of coffee, hot chocolate, or tea.
- Lunch and dinner shall include at least three (3) main dishes consisting of fish, one choice of meat, and vegetables; soup; rice; dessert such as fruit or salad; and drinks.
- AM and PM snacks shall be served with appropriate beverages. Powdered juice shall not be served.
- Free-flowing coffee, tea, and/or hot chocolate, drinking water, and candies shall be available throughout the activity.
- Breakfast, lunch, and dinner shall be served buffet-style with sufficient standby waiters and dining personnel.
- Vegetarian, halal, and other medically or culturally required meals shall be provided when communicated in advance by the end-user.

V. Other Service Requirements

- The venue shall maintain cleanliness in the function room, sleeping rooms, restrooms, hallways, dining area, coffee and tea area, registration area, and other common spaces throughout the activity.
- A suitable activity backdrop shall be provided and installed based on the design or text approved by the end-user.
- The venue shall provide an appropriate and sufficient parking area for official vehicles, participants, guests, and service personnel.
- The venue shall comply with applicable fire safety, sanitation, accessibility, occupational safety, and local regulatory requirements and shall maintain valid permits and licenses for its operations.

The service provider shall immediately replace any defective audiovisual equipment, furniture, room fixture, or other facility without additional cost to the Procuring Entity.	
The service provider shall ensure that the venue is available exclusively or sufficiently separated from other events to prevent disruptions to the workshop.	
The service provider shall coordinate with the end-user on final room assignments, seating arrangement, meal schedule, workshop setup, and other logistical requirements before the activity.	
TOTAL COST:	

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

<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.	<u>BIDDER'S STATEMENT OF COMPLIANCE</u> ("Comply" or "Not Comply")
AUGUST 26-28, 2026	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php252,000.00	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