



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

BIDS AND AWARDS COMMITTEE

Request for Quotation for Lease of Venue with Food and Accommodation

Date: **October 14, 2025**

Purchase Request No. : **2025-259**

To: All Eligible Suppliers

Please quote your lowest price on the items below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than in the return envelope attached herewith.


MARY JEAN S. ROMERO
BAC Chairman

Signature over Printed Name
Canvasser _____

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TERMS & CONDITIONS

A. Submission of Requirements

- All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
- Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
 - Philgeps Registration
 - DTI/SEC Registration
 - Mayor's Permit/Business Permit
 - Tax Clearance Certificate
 - PCAB License *(for Infrastructure Projects)*

B. Evaluation of Quotations

- Quotation shall be compared and evaluated based on the following criteria:
 - Completeness of Submission
 - Compliance with Technical Specifications
 - Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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.

C. Award

- The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
- Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
- Once Purchase Order is awarded, the photocopy of bank account number of the Supplier's Company must be submitted *(preferably Land Bank, if available)*

D. Delivery

- Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- Deliverables shall be delivered to the SDO Catanduanes or wherever the Project Site is defined, cost to the account of supplier. Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site.
- Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
 - Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
 - Original and 4 copies of Delivery receipts
 - Original Statement of Accounts
 - Approved Purchase Order
 - Warranty Certificate



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E. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/Equipment and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be a ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
3. Supplier who accepted a Purchase Order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 12009 and it's IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise taxes and revenue charges shall be paid by the Supplier.
6. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
7. All pages of the Request for Quotation shall be initialed by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

F. Inspection

To confirm their conformity to the technical specifications all deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user. And, all costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

G. Liquidated Damages

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of the delivery of the purchased goods. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract, without prejudice to other courses of action and remedies open to it.

H. Warranty

Warranty shall be for the period of six (6) months for supplies and materials and one year in case of equipment, reckoned from date of acceptance of the goods at project site.

I. Payment

One hundred percent (100%) of the contract price shall be paid to the Supplier after acceptance of the goods at project site and submission of the required supporting documents provided under letter *D. Delivery*.

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The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by DepEd SDO Catanduanes BAC.

Lease of Venue with Food and Accommodation for the Procurement of Foods, Accommodation and Venue & LED Screen Rental for the Conduct of BANHI 2025: Division Research Capability-Building Workshop on DRRM cum Research Conference

TECHNICAL SPECIFICATIONS FOR VENUE:

	RATING FACTORS	YES	NO	RATING
I. Availability				
	November 4, 2025			
	November 5, 2025			
	November 6, 2025			
	November 7, 2025			
				100
II. Location and Site Condition				
1. Accessibility <i>Within Catanduanes area and with access to main roads and national highways Must comply with accessibility standards for participants with disabilities including ramps and accessible restrooms</i>				
2. Parking space. <i>With free parking space within the venue, available for at least 5-8 cars for TWG, guests, and other DepEd officials</i>				
				100
III. Neighborhood Data				
1. Sanitation and health condition <i>Proper waste management system such as regular garbage collection and sanitary permit from appropriate authority</i>				
2. Police and fire station <i>Proximity to police and fire stations</i>				



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	RATING FACTORS	YES	NO	RATING
3	Restaurant Proximity to restaurants or food stores			
4	Banking and Postal Proximity to banks, postal and telecommunications service provider			
				100
IV.	Venue			
	a. Structural condition The foundation is made of concrete and structural steel materials or a combination of both			
	b. Functionality			
	a. Conference Rooms Amenities include: 1. 4 Halls for breakout training sessions which could accommodate at least 20 participants each 2. 2 Halls for research presentations which could accommodate at least 40 participants each 3. Free tarpaulin (front stage and entrance) 4. 1 skirted table at the front, near the stage to be occupied by the heads of SDO 5. At least (2) microphone units, preferably wireless with stand and a sound system each venue 6. At least 1 Projector, 1 Projector screen each venue, HDMI cables each venue 7. 1 Podium each venue 8. Philippine Flag and Pole each venue 9. Free and stable Wi-Fi connection, with at least 20mbps 10. Waived electricity charges for use of laptops and projectors 11. Extension wires securely arranged to avoid tripping hazards 12. Separate tables for registration, secretariat and Program Management Team each venue 13. Standby ICT in charge 14. Provision of LED Screen			
	b. Room arrangement (e.g., single, double, etc.) 5 pax (4 males and 1 female) 4 days			
	c. Light, ventilation, and air conditioning Uninterrupted power supply, fully air-conditioned			
	d. Space requirements Can accommodate more than 114 participants, 11 research and innovation booths, and 20 tarpaulin stand of research posters			
	c. Facilities			
	a. Water supply and toilet With continuous water supply and accessible clean comfort rooms			
	b. Lighting system Uninterrupted electrical supply			
	c. Fire escapes With free escapes, structure in compliance with standards provided by the Building Code of the Philippines			
	d. Firefighting equipment With accessible emergency exit and alarm and with standby fire extinguishers			
	e. Internet and Telecommunications With unlimited access to Internet/Wi-Fi 50-1000mbps			
	f. Audio visual equipment Audible/Operational Sound System with Standby Operator			
	g. Water supply and toilet With continuous water supply and accessible clean comfort rooms			
	d. Other requirements			
	a. Maintenance 1. Maintained cleanliness/disinfection of hall/restrooms 2. Free flowing brewed coffee/tea/creamers/sugar with cover 3. Dining area for program management team			
	b. Attractiveness With ambiance that promotes learning			
	c. Security 1. With 24hours security service			

RATING FACTORS		YES	NO	RATING
2 Front desk and housekeeping services, available medical team (In-house nurse/First aider) throughout the activity with basic medicines				
e. Catering Services				
TECHNICAL SPECIFICATIONS FOR FOOD:				
MENU:				
1	Day 0 November 4, 2025			
	Lunch 5 pax • Steamed rice, Herb Roasted chicken, Beef steak, Nido soup, Buko Pandan, Purified water			
	PM Snack 5 pax • Spaghetti Bolognese, Banana Bread, Iced Tea			
	Dinner 5 pax • Steamed rice, Pork caldereta, Grilled chicken, Mushroom soup, Ginataang sitaw at kalabasa, Mango delights			
2	Day 1 November 5, 2025			
	Breakfast 5 pax • Fried rice, Tocino with Scrambled egg, Tinapa			
	AM Snack 114 pax • Pizza loaf bread, Spaghetti, Iced tea			
	Lunch 114 pax • Steamed rice, Slow-roast beef brisket with BBQ sauce, Stir-fry eggplant, Fish cusido, Coffee jelly, Iced tea			
	PM Snack 114 pax • Goto, Tokwa at Baboy, Cucumber juice			
	Dinner 5 pax • Steamed rice, Pork steak, Chicken cordon bleu with cheese sauce, Fresh garden salad, Chicken soup, Mango sago, Iced tea			
3	Day 2 November 6, 2025			
	Breakfast 5 pax • Fried rice, Beef tapa with scrambled egg, Fried dilis			
	AM Snack 114 pax • Tuna Spaghetti, Garlic Bread, Iced Tea			
	Lunch 114 pax • Steamed Rice, Slow-Braised Beef with Smothered Onions, Ginisang Mongo, Pork Barbeque, Leche Flan, Iced Tea			
	PM Snack 114 pax • Cheesy Baked Mac, Dinner Rolls, Iced Tea			
	Dinner 5 pax • Steamed rice, Slow-Roast Pork Ribs, Ginisang Patola with Misua, Lumpiang Shanghai, Mango Buko Loco, Iced Tea			
4	Day 3 November 7, 2025			
	Breakfast 5 pax • Fried rice, Fried bangus, Scrambled egg, Fried dried pusit			
	AM Snack 114 pax • Mini siopao, Pancit palabok, Iced tea			
	Lunch 114 pax • Steamed rice, Slow Roast-Beef with Pepper sauce, Grilled Chicken Teriyake, Chopsuey with Quail eggs, Crab and corn soup, Mango sago, Iced Tea			
	PM Snack 114 pax • Beef Congee, Spring Rolls, Iced Tea			
	Dinner 5 pax • Steamed Rice, Slow-Roast Beef Belly w/Wild Mushroom Sauce, Fish Fillet with Tartar Sauce, Stir-Fry Green Beans, Buko Lychee Crystal Treat			
5	Day 4 November 8, 2025			
	Breakfast 5 pax • Fried rice, Pork tapa, Fried dilis, Scrambled egg			

RATING FACTORS		YES	NO	RATING
f. Client's satisfactory rating				100
I.	Availability			X (5) =
II.	Location and Site Condition			X (1) =
III.	Neighborhood Data			X (05) =
IV.	Venue			X (35) =
				FACTOR VALUE

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

<u>Lease of Venue with Food</u>	
Approved Budget for the Contract	Offered Quotation
Three Hundred Thousand Six Hundred Pesos Only (Php 300,600.00)	In Words: _____ _____ In Figures: _____ _____
<i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i>	

Note: Any interlineations, alteration/ erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.

Supplier's Company Name: _____
Philgeps Registration Number: _____ **TIN** _____
Address: _____
Telephone/Cellphone Number: _____ **Email:** _____
Supplier or Authorized Representative: _____
Signature over Printed Name: _____ **Date:** _____

Note: A Special Power of Attorney is required for the Authorized Representative
