



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

Purchase Request No. : **2025-344**

Date: **November 26, 2025**

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 _____

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 BAC 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

- 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.
- 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.
- 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.
- Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
- All duties, excise taxes and revenue charges shall be paid by the Supplier.
- 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.
- 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
Conduct of Capacity Development “Bayanihan sa Pagpapatitulo ng mga Paaralan”

TECHNICAL SPECIFICATIONS FOR VENUE:

RATING FACTORS		YES	NO	RATING
I. Availability				
	• December 9-13, 2025			
				100
II. Location and Site Condition				
1. Accessibility	<i>Within Virac 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 5-10 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>			
3. Restaurant	<i>Proximity to restaurants or food stores</i>			
4. Banking and Postal	<i>Proximity to banks, postal and telecommunications service provider</i>			
				100



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	RATING FACTORS	YES	NO	RATING
	e. Catering Services			
	TECHNICAL SPECIFICATIONS FOR FOOD:			
	MEALS and VENUE			
1	Day 0 December 9, 2025 16 pax @P1900			
	LUNCH			
	Plain Rice			
	Beefsteak			
	Eggplant with oyster sauce			
	Chicken Cordon Blue			
	Banana			
	PM SNACKS			
	Clubhouse Sandwich			
	Pancit Guisado			
	Pineapple Juice in Can			
	DINNER			
	Plain Rice			
	Ampalaya Con Carne			
	Fish Fillet			
	Pork Menudo			
	Mango			
2	Day 1 Live in 72 pax @P2,000; Live out 16 pax @P1,200			
	Breakfast			
	Garlic Rice			
	Tocino			
	Sunny Side up Egg			
	Banana			
	4 Seasons Juice			
	AM Snacks			
	Chicken Sandwich			
	Ibos			
	Fresh Apple Juice			
	LUNCH			
	Plain Rice			
	Pork Kare-kare with Bagoong			
	Pakbet			
	Pork Lumpia Shanghai			
	Pakwan			
	PM SNACKS			
	Banana Cake			
	Carbonara			
	Ice Tea			
	DINNER			
	Plain Rice			
	Pork Sinigang			
	Ginataang Langka			
	Fried Fish			
	Fresh Mixed Fruits			
3	DAY 2 Live in 72 pax @P2,000; Live out 14 pax @P1,200			
	BREAKFAST			
	Garlic Rice			
	Longganisa			
	Scrambled Egg			
	Pineapple Juice			
	AM SNACKS			
	Pancit Bihon			
	Garlic Toasted Bread			
	Cucumber Juice			
	LUNCH			
	Plain Rice			
	Sweet & Sour Meatballs			
	Ginisang Ampalaya			
	Buttered Chicken			

	RATING FACTORS	YES	NO	RATING
	Mango Tapioca			
	PM SNACKS			
	Tuna Pesto Pasta			
	Garlic Bread			
	Canned Pineapple Juice			
	DINNER			
	Plain Rice			
	Beef Steak			
	Crispy Fried Chicken			
	Chopsuey			
	Fresh Cucumber Juice			
4	DAY 3 Live in 16 pax @P2,000; Live out 72 pax @P800			
	BREAKFAST			
	Garlic Rice			
	Sunny Side Up Egg			
	Beef Tapa			
	Kalamansi Juice			
	AM SNACKS			
	Ham, Cheese & Tomato Sandwich			
	Potato Wedges			
	Cucumber Juice			
	LUNCH			
	Plain Rice			
	Grilled Liempo			
	Ginisang Sayote			
	Chicken Adobo			
	Buko Pandan			
	PM SNACKS			
	Tuna Sandwich			
	Baked Macaroni			
	Canned Pineapple Juice			
	Banana			
5	DAY 4 Live out 16 pax @P200			
	BREAKFAST (for RO & CO Guests)			
	Garlic Rice			
	Scrambled Egg			
	Hotdog			
	Banana			
	Pineapple Juice			
	Summary			
1	Day 0 (December 1, 2025) - Board & Lodging, Meals (Lunch, PM Snacks, Dinner) (16 pax) – guests from CO & RO. PhP 1,900.00 per pax			
2	Day 1, 2, 3 (December 2-4, 2025) - Board & Lodging, Meals and use of Function Room/s, Audio-visual system or facility and other Equipment & requirement (16 pax) – guests from CO & RO. PhP 2,000.00			
3	Day 4 (December 5, 2025) - Meals (Breakfast Only) (16 pax) – guests from CO & RO. PhP 200.00 per pax			
4	Day 1 (December 2, 2025) - Meals and use of Function Room/s, Audio visual system or facility and other Equipment & requirement (2 pax) –SDS & ASDS. PhP 1,200.00 per pax			
5	Day 1 & 2 (December 2-3, 2025: Live-in) - Board & Lodging, Meals and use of Function Room/s, Audio-visual system or facility and other Equipment & requirement (56 pax). PhP 2,000.00 per pax			
6	Day 1 & 2 (December 2-3, 2025: Live-out) – Meals and use of Function Room/s, Audio-visual system or facility and other Equipment & requirement (14 pax). PhP 1,200.00 per pax			

RATING FACTORS		YES	NO	RATING
7	Day 3 (December 4, 2025: Live-out) – Meals (Breakfast, Am Snacks, Lunch, PM Snack) and use of Function Room/s, Audio-visual system/facility and other Equipment & requirement (72 pax). PhP 800.00 per pax			
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/Meals and Accommodation</u>	
Approved Budget for the Contract	Offered Quotation
Four Hundred Forty-seven Thousand Two Hundred Pesos Only (PhP 447,200.00)	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