



Republic of the Philippines
 Department of Education
 Region V – Bicol
 SCHOOLS DIVISION OFFICE OF CATANDUANES

Division Bids and Awards Committee

Request for Quotation for Lease of Venue with Food and Accommodation
 Purchase Request No:146

July 10, 2024

To: All Eligible Suppliers

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms & Conditions of this Request for Quotation (RFQ) and submit your quotation duly signed by you or your authorized representative in the return envelope not later than the prescribed period. Do not forget to write the Quotation No./ Purchase Request (PR) No. in front of the envelope which you must seal, sign, and submit to DepEd Schools Division Office of Catanduanes, San Roque, Virac, Catanduanes.

For any clarification, you may contact us at telephone phone no. 052-8114063 or email address at bac.ctd@deped.gov.ph.


CECILE C. FERRO
 BAC-Chairman

Signature over Printed Name
 of Canvasser _____

TERMS & CONDITIONS

A. Submission of Requirements

1. 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 DepEd Schools Division Office of Catanduanes, San Roque, Virac, Catanduanes on the specified date.
2. Document requirements: (Suppliers who had contract/s with DepEd Catanduanes previously and whose documents are still valid may no longer submit these)
 - a. Philgeps Registration
 - b. DTVSEC Registration
 - c. Mayor's Permit/Business Permit
 - d. Tax Clearance Certificate

B. Evaluation of Quotations

1. Quotation shall be compared and evaluated based on the following criteria:
 - a. Completeness of Submission
 - b. Compliance with Technical Specifications
 - c. Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. 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

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



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- Delivery of goods and services shall be made at the specified schedule, after the receipt of the Purchase Order.
The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. Deliverables shall be delivered to the DepEd Schools Division Office of Catanduanes, Virac, 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 and services at Project Site.
 4. Upon the delivery of goods and services to the project site, the supplier shall notify the purchaser and present the following documents:
 - a. Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
 - b. Original and 4 copies of Delivery receipts
 - c. Original Statement of Accounts
 - d. Approved Purchase Order
 - e. Warranty Certificate

E. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/Equipment/Services 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 and Services 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 9184 and its Implementing Rules and Regulations 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. 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 one percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of 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 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 (1) 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 and services at project site and submission of the required supporting documents provided under letter *D. Delivery*.

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The DepEd Catanduanes Division Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/we hereby submit our quotation 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 Catanduanes Division BAC.

LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE SPECIAL REGIONAL MANAGEMENT COMMITTEE MEETING (Approved Budget of the Contract: P 492,000.00)				
Item Description				
TECHNICAL SPECIFICATIONS FOR VENUE AND ACCOMMODATION				
I	Availability of Function Room	YES	NO	REMARKS
	1. Day 0 (Arrival): July 22, 2024 (Monday)			
	2. Day 1: July 23, 2024 (Tuesday)			
	3. Day 2: July 24, 2024 (Wednesday)			
II	Location and Site Condition	YES	NO	REMARKS
	1. Within Virac, Catanduanes			
	2. With access to main roads and national highways			
	3. With free parking space within the venue, available for at least 15 cars for all the participants			

Item Description				
TECHNICAL SPECIFICATIONS FOR VENUE AND ACCOMMODATION				
III	Neighborhood Data	YES	NO	REMARKS
	1. With proper waste management system such as regular garbage collection and sanitary permit from appropriate authority.			
	2. Proximity to police, fire station and medical facilities			
	3. Proximity to banks, postal and telecommunications service provider			
	4. Proximity to restaurants or food stores			
IV	Venue	YES	NO	REMARKS
	1. Structural Condition The foundation is made of concrete and structural steel materials or a combination of both			
	2. Functionality of Conference Room	YES	NO	REMARKS
	2.1 Can accommodate 120 persons for the opening and closing program and plenary session			
	2.2 With good lighting and air conditioning units with provision for uninterrupted power supply			
	2.3 With clear and audible sound system that includes three (3) microphone units, preferably wireless (with ready batteries for replacement)			
	2.4 With two (2) projectors and two (2) projector screens, table for each projector, HDMI Laptop connectors, two (2) LED TVs			
	2.5 With standby audio-visual equipment operator during the sessions			
	2.6 With 10 (ten) electrical sockets and five (5) extension wires for use of Secretariat and participants			
	2.7 Waived electricity charges for use of laptops and LED wall			
	2.8 One (1) podium/lectern			
	2.9 Philippine flag and flagpole			
	2.10 Comfort room that is accessible, clean with hand soap & bathroom tissue			
	3. Room/Accommodation Arrangements	YES	NO	REMARKS
	3.1 The accommodation must be in the same place as the conference venue			
	3.2 Room accommodation for 115 persons - Strictly no bed sharing except for queen and king-sized beds, no pull-out beds and no mattress placed on the floor			
	3.3 With hot and cold bath, basic toiletries and bath towel			
	3.4 With good lighting and air-conditioning units with provision for uninterrupted power supply			
	3.5 With responsive front desk and housekeeping services staff			
	4. Facilities (Conference Hall and Rooms)	YES	NO	REMARKS
	4.1 Elevator: with elevator if more than three floors (for participants with special needs - pregnant, PWD, senior citizens, etc.)			
	4.2 Fire escapes: with fire alarm and accessible emergency exits, structure in compliance with the Building Code of the Philippines			
	4.3 Firefighting equipment: with unexpired fire extinguishers			
	4.4 Internet and Telecommunications: with unlimited access to Internet/Wi-Fi, 50 to 100mbps			
	4.5 Transportation: standby emergency vehicle in case of emergency and available vehicle to transport participants without vehicle from and to the Ports			
	5. Other requirements	YES	NO	REMARKS
	5.1 Maintenance			
	• maintained cleanliness/disinfection of rooms, restrooms, conference hall			
	• with staff available to assist in case of power supply interruption			
	5.2 Attractiveness			
	• with ambiance that promotes learning/ free of distractions			
	• three (2) welcome tarpaulins for the sea ports and one (1) tarpaulin for the stage (design to be provided by the End-User)			
	5.3 Security			
	• with 24 hours security service			
	5.4 Health			
	• with available medical practitioner throughout the duration of the activity & basic medicines			
	5.5 Parking			
	• reserved parking for participants			
	• with parking assistant to help facilitate the flow of traffic to and from the venue			

TECHNICAL SPECIFICATIONS FOR FOOD				
Item Description	YES	NO	REMARKS	
I. Menu and Meal Schedule				
Day 0 – July 22, 2024				
Lunch (11 AM to 1 PM)				
1 cup steamed rice				
1 regular serving fish cocido				
1 regular serving fried chicken				
1 regular serving beef kare-kare				
1 regular serving of mixed fruits in season (watermelon, orange, apple etc.)				
Service water				
PM Snack (3 to 4 PM)				
1 regular serving of cassava cake				
1 regular serving of pancit palabok				
1 canned four seasons juice				
Service water				
Dinner (6 to 7:30 PM)				
1 regular serving of crab and corn soup				
1 cup steamed rice				
1 regular serving of chicken cordon bleu				
1 regular serving of pork steak				
1 regular serving of vegetable salad				
1 regular serving coffee jelly				
Service water				
Day 1 – July 23, 2024				
Breakfast (6 AM to 7:30 AM)				
1 serving coffee with creamer/milk and sugar or chocolate drink				
1 cup steamed/ fried rice				
1 regular serving of fried longganisa/tocino				
1 pc. scrambled egg				
1 regular serving of Papaya				
Service water				
AM Snack (9:00 to 10:00 AM)				
2 whole slices ham and cheese sandwich				
1 bottle tea apple flavored, 230 ml				
Service water				
Lunch (11:30 to 1 PM)				
1 regular serving of shrimp sinigang				
1 cup steamed rice				
1 regular serving pork steak				
1 half fried fish (bangus)				
1 regular serving chopsuey				
1 regular serving leche flan				
1 bottled water, 500 ml				
PM Snack (3 to 4 PM)				
1 regular serving banana cake				
1 regular serving pancit guisado				
1 canned pineapple juice				
Service water				
Dinner (6 to 7:30 PM)				
1 regular serving soup (clam chowder/mushroom/pumpkin)				
1 cup steamed rice				
1 regular serving fish fillet				
1 regular serving laing				
1 regular serving of beef steak				
Service water				
Fellowship Night (8 to 12 AM)				
Grazing Table (mini cakes, cookies, biscuits, fruits, vegetable salad, etc.)				
Drinks				



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Item Description	YES	NO	REMARKS
TECHNICAL SPECIFICATIONS FOR FOOD			
<i>Day 2 - July 24, 2024</i>			
Breakfast (5 to 8 AM)			
1 serving coffee with creamer/milk and sugar or chocolate drink			
1 cup steamed rice			
1 regular serving of luncheon meat			
1 regular serving of scrambled egg			
1-piece medium banana (Lakatan)			
1 bottled water, 500 ml			
II. FOOD SERVICE			
1. Use of clean and sterilized utensils (wiped with dish cloth and not tablecloth)			
2. Controlled buffet for breakfast, lunch, dinner and fellowship night; Snacks to be distributed to the participants prior and during the conference			
3. At least ten (10) qualified waiters who are in appropriate uniform (with hair net and gloves), observes proper food handling and are tidy, presentable and courteous			
4. Food warmers are in place to keep the food warm until served	YES	NO	REMARKS
III. COMPLIMENTARY GOODS AND SERVICES			
1. Food for 10 guests for two days			
2. Unlimited tea/brewed coffee (with creamer/milk & sugar)			
3. Paper towels and toothpick			
4. Four (4) water stations for hot and cold purified water			
5. Replacement of food for participants with food restrictions			

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.

LEASE OF VENUE WITH FOOD AND ACCOMMODATION FOR THE SPECIAL REGIONAL MANAGEMENT COMMITTEE MEETING	
Approved Budget for the Contract	Offered Quotation
Four Hundred Ninety-two Thousand Pesos Only (PhP 492,000.00)	In Words: _____ _____ _____ In Figures: _____

Note: Any interlineations, alteration/ erasures or overwriting in this form shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s. A Special Power of Attorney is required for 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: _____



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