



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. : 2025-143

Date: June 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.

**DELFIN A. BONDAD**  
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 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

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 MEALS, VENUE, AND ACCOMMODATION ON THE TRAINING OF TRAINERS ON REVISED K TO 12 CURRICULUM PHASE 2

TECHNICAL SPECIFICATIONS FOR VENUE:

RATING FACTORS		YES	NO	RATING
I.	Availability			
	1. JULY 2, 2025 (DSOW) 81 pax			
	2. JULY 3, 2025 (Grades 2 & 3) 62pax			
	3. JULY 4, 2025 (Grades 2 & 3) 62pax			
	4. JULY 5, 2025 (Grades 2 & 3) 62pax			
	5. JULY 7, 2025 (Grade 5) 46pax			
	6. JULY 8, 2025 (Grade 5) 46pax			
	7. JULY 9, 2025 (Grade 5) 46pax			
	8. JULY 10, 2025 (Grade 8) 60pax			
	9. JULY 11, 2025 (Grade 8) 60pax			
	10. JULY 12, 2025 (Grade 8) 60pax			
				100
II.	Location and Site Condition			
	1. Accessibility Within Catanduanes and with access to main roads and national highways			
	2. Parking space. With free parking space within the venue, available for at least 8 cars for TWG, guests, and other DepEd officials			
				100



	RATING FACTORS	YES	NO	RATING
III.	Neighborhood Data			
	1. <b>Sanitation and health condition</b> <i>Proper waste management system such as regular garbage collection and sanitary permit from appropriate authority</i>			
	2. <b>Police and fire station</b> <i>Proximity to police and fire stations</i>			
	3. <b>Restaurant</b> <i>Proximity to restaurants or food stores</i>			
	4. <b>Banking and Postal</b> <i>Proximity to banks, postal and telecommunications service provider</i>			
				100
IV.	Venue			
	a. <b>Structural condition</b> <i>The foundation is made of concrete and structural steel materials or a combination of both</i>			
	b. <b>Functionality</b>			
	<b>Conference Rooms</b> <i>Amenities include:</i> <ol style="list-style-type: none"> <li>At least (3) microphone units, preferably wireless with stand and a sound system</li> <li>2 Projectors, 2 Projector screens/ 3 LED TV, HDMI cables</li> <li>1 Podium</li> <li>Philippine Flag and Pole</li> <li>Free and stable Wi-Fi connection, with 50-100mbps dedicated connection</li> <li>Waived electricity charges for use of laptops and projectors</li> <li>Audible/Operational Sound System</li> <li>Tables and Extension wires for the use of Secretariat</li> </ol>			
	a. <b>Room arrangement (e.g., single, double, etc)</b> <i>Provisions of toiletries and towels; strictly no bed-sharing of participants except for queen and king-sized beds; no pull-out beds and additional mattress placed on the floor</i>			
	1.) JULY 2, 2025 (Grades 2 & 3) 62pax			
	2.) JULY 3, 2025 (Grades 2 & 3) 62pax			
	3.) JULY 4, 2025 (Grades 2 & 3) 62pax			
	4.) JULY 7, 2025 (Grade 5) 46pax			
	5.) JULY 8, 2025 (Grade 5) 46pax			
	6.) JULY 9, 2025 (Grade 5) 46pax			
	7.) JULY 10, 2025 (Grade 8) 60pax			
	8.) JULY 11, 2025 (Grade 8) 60pax			
	9.) JULY 12, 2025 (Grade 8) 60pax			
	b. <b>Light, ventilation, and air conditioning</b> <i>Uninterrupted power supply, fully air-conditioned</i>			
	c. <b>Space requirements</b> <i>Can accommodate for the plenary sessions, opening and closing program</i>			
	c. <b>Facilities</b>			
	a. <b>Water supply and toilet</b> <i>With continuous water supply and accessible clean comfort rooms</i>			
	b. <b>Lighting system</b> <i>Uninterrupted electrical supply</i>			
	c. <b>Fire escapes</b> <i>With free escapes, structure in compliance with standards provided by the Building Code of the Philippines</i>			
	d. <b>Firefighting equipment</b> <i>With accessible emergency exit and alarm and with standby fire extinguishers</i>			
	e. <b>Internet and Telecommunications</b> <i>With unlimited access to Internet/Wi-Fi 50-1000mbps</i>			
	f. <b>Audio visual equipment</b> <i>With Operator</i>			
	g. <b>Water supply and toilet</b> <i>With continuous water supply and accessible clean comfort rooms</i>			
	d. <b>Other requirements</b>			
	a. <b>Maintenance</b> <ol style="list-style-type: none"> <li>Maintained cleanliness/disinfection of hall/restrooms</li> <li>Free flowing brewed coffee/tea/creamers/sugar/choco drink with cover</li> <li>Dining area for program management team</li> </ol>			

RATING FACTORS		YES	NO	RATING
4. At least 3 qualified (waiters, courteous, observed proper hygiene, appropriate uniform, and shall provide hair net and gloves to assist in the distribution of food to the participants				
b. Attractiveness With ambiance that promotes learning				
c. Security 1. With 24hours security service 2. Front desk and housekeeping services, available medical team throughout the activity with basic medicines				
e. Catering Services				
TECHNICAL SPECIFICATIONS FOR FOOD:				
Menu				
1. July 2, 2025 DSOW 81 pax				
Meals and Venue:				
AM (Snacks)				
spaghetti				
cheese sandwich				
290ml bottled softdrink				
Lunch				
steamed rice				
beef steak				
chopsuey				
coffee jelly				
iced tea				
PM (Snacks)				
pancit canton				
banana cupcake				
240ml canned juice				
Meals , Venue, and Accommodation (G 2 & 3)				
2. Menu for Day 1: July 3, 2025 62pax				
Breakfast				
plain/fried rice				
sunny side-up egg				
beef tapa				
coffee/juice				
AM(Snacks)				
lasagna				
toasted bread				
240ml canned juice				
Lunch				
plain rice				
pork caldereta				
stir fried beef with broccoli				
banana				
cucumber juice				
PM (Snacks)				
clubhouse sandwich				
french fries				
250ml bottled juice				
Dinner				
plain rice				
pork sisig				
sweet n sour fish				
talong con kame				
apple				
3. Menu for Day 2-July 4, 2025 62pax				
Breakfast				
plain/fried rice				
scrambled egg				
fried boneless bangus				
coffee/juice				



	RATING FACTORS	YES	NO	RATING
	<b>AM(Snacks)</b>			
	carbonara			
	cheese sandwich			
	pineapple juice			
	<b>Lunch</b>			
	plain rice			
	humba			
	fried pork lumpia			
	pakbet			
	coffee jelly			
	<b>PM (Snacks)</b>			
	sotanghon guisado			
	toasted bread			
	240ml canned juice			
	<b>Dinner</b>			
	plain rice			
	spareribs in honey sauce			
	beef steak			
	grilled fish			
	banana			
	<b>4. Menu for Day 3- July 5, 2025 62pax</b>			
	<b>Breakfast</b>			
	plain/fried rice			
	sunny side-up egg			
	pork tocino			
	coffee/juice			
	<b>AM(Snacks)</b>			
	pancit canton			
	banana cupcake			
	250ml bottled juice			
	<b>Lunch</b>			
	plain rice			
	baked spareribs in honey sauce			
	chicken teriyaki			
	buttered vegetables			
	fruit salad			
	<b>PM (Snacks)</b>			
	chicken burger			
	french fries			
	290ml bottled softdrink			
	<b>Dinner</b>			
	plain rice			
	chicken sisig			
	lechon paksiw			
	chopsuey guisado			
	orange			
	<b>Meals, Venue, and Accommodation (G 5)</b>			
	<b>5. Menu for Day 1-July 7, 2025 46pax</b>			
	<b>Breakfast</b>			
	plain/fried rice			
	scrambled egg			
	corned beef			
	coffee/juice			
	<b>AM(Snacks)</b>			
	spaghetti			
	egg sandwich			
	four seasons juice			
	<b>Lunch</b>			
	plain rice			
	beef steak			
	fish fillet with pepper sauce mayo			
	laing			
	leche flan			

	RATING FACTORS	YES	NO	RATING
	<b>PM (Snacks)</b>			
	dinuguan			
	3pcs. puto cheese			
	250 bottled juice			
	<b>Dinner</b>			
	plain rice			
	pork afritada			
	sweet n sour fish fillet			
	sauteed garlic kangkong			
	banana			
	<b>6. Menu for Day 2-July 8, 2029 46pax</b>			
	<b>Breakfast</b>			
	plain/fried rice			
	scrambled egg			
	pork longganisa			
	coffee/juice			
	<b>AM(Snacks)</b>			
	lasagna			
	toasted bread			
	240ml canned juice			
	<b>Lunch</b>			
	plain rice			
	chicken cordon bleu			
	pork sinigang			
	fried fish			
	coffee jelly			
	<b>PM (Snacks)</b>			
	beef burger			
	french fries			
	240ml canned juice			
	<b>Dinner</b>			
	plain rice			
	pork sisig			
	sweet n sour fish			
	talong con karne			
	apple			
	<b>7. Menu for Day 3-July 9, 2025 46pax</b>			
	<b>Breakfast</b>			
	plain/fried rice			
	sunny side-up egg			
	beef tapa			
	coffee/juice			
	<b>AM(Snacks)</b>			
	pancit canton			
	banana cupcake			
	250ml bottled juice			
	<b>Lunch</b>			
	plain rice			
	fried chicken			
	pork sinigang			
	fish steak			
	coffee jelly			
	<b>PM (Snacks)</b>			
	beef burger			
	french fries			
	240ml canned juice			
	<b>Dinner</b>			
	plain rice			
	pork sisig			
	sweet n sour fish			
	talong con karne			
	apple			



	RATING FACTORS	YES	NO	RATING
	<i>Meals, Venue, and Accommodation (G 8)</i>			
	<b>8. Menu for Day 1-July 10,2025 60pax</b>			
	<b>Breakfast</b>			
	plain/fried rice			
	sunny side-up egg			
	beef tapa			
	coffee/juice			
	<b>AM(Snacks)</b>			
	lasagna			
	toasted bread			
	240ml canned juice			
	<b>Lunch</b>			
	plain rice			
	pork caldereta			
	stir fried beef with broccoli			
	banana			
	cucumber juice			
	<b>PM (Snacks)</b>			
	clubhouse sandwich			
	french fries			
	250ml bottled juice			
	<b>Dinner</b>			
	plain rice			
	spareribs in honey sauce			
	beef steak			
	grilled fish			
	banana			
	<b>9. Menu for Day 2-July 11, 2025 60pax</b>			
	<b>Breakfast</b>			
	plain/fried rice			
	scrambled egg			
	fried boneless bangus			
	coffee/juice			
	<b>AM(Snacks)</b>			
	carbonara			
	cheese sandwich			
	pineapple juice			
	<b>Lunch</b>			
	plain rice			
	humba			
	fried pork lumpia			
	pakbet			
	coffee jelly			
	<b>PM (Snacks)</b>			
	sotanghon guisado			
	toasted bread			
	240ml canned juice			
	<b>Dinner</b>			
	plain rice			
	chicken sisig			
	lechon paksiw			
	chopsuey guisado			
	orange			
	<b>10. Menu for Day 3-July 12, 2025 60pax</b>			
	<b>Breakfast</b>			
	plain/fried rice			
	sunny side-up egg			
	pork tocino			
	coffee/juice			
	<b>AM(Snacks)</b>			
	pancit canton			
	banana cupcake			
	250ml bottled juice			
	<b>Lunch</b>			

	RATING FACTORS	YES	NO	RATING
	plain rice			
	baked spareribs in honey sauce			
	chicken teriyaki			
	buttered vegetables			
	fruit salad			
	PM (Snacks)			
	chicken burger			
	french fries			
	290ml bottled softdrink			
	Dinner			
	plain rice			
	pork barbecue			
	beef caldereta			
	sweet and sour fish fillet			
	apple			
	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.

Lease of Venue with Food and Accommodation	
Approved Budget for the Contract	Offered Quotation
One Million Fifty-Six Thousand Six Hundred Pesos only (PhP 1,056,600.00)	In Words: _____ In Figures: _____
Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices	

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  
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