



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. : **2025-149**

Date: **July 1, 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 04 JUL 2025 in the return envelope attached herewith.

DELFIN A. BONDAD
BAC Chairman

Signature over Printed Name
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 ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
2. Document requirements *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
 - a. Philgeps Registration
 - b. DTI/SEC Registration
 - c. Mayor's Permit/Business Permit
 - d. Tax Clearance Certificate
 - e. PCAB License *(for Infrastructure Projects)*

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, if available)*

D. Delivery

1. Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
2. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. 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.
4. Upon the delivery of goods 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



San Roque, Virac, Catanduanes

052-8114036 / 09623505374

catanduanes@deped.gov.ph

www.depedrovcatanduanes.com / www.catanduanes.deped.gov.ph

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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 initiated 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 GABAY-UNLAD CAREER GUIDANCE PROGRAM SCHOOL-BASED TRAINING
FOR CAREER ADVOCATES (GU CGP-SBTCA)**

TECHNICAL SPECIFICATIONS FOR VENUE:

	RATING FACTORS	YES	NO	RATING
I.	Availability			
	1. August 24, 2025			
	2. August 25, 2025			
	3. August 26, 2025			
	4. August 27, 2025			
	5. August 28, 2025			
	6. August 29, 2025			
	7. August 30, 2025			
				100
II.	Location and Site Condition			
	1. Accessibility <i>Within Catanduanes and with access to main roads and national highways</i>			
	2. Parking space. <i>With free parking space within the venue, available for at least 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 <i>Proximity to restaurants or food stores</i>			
4	Banking and Postal <i>Proximity to banks, postal and telecommunications service provider</i>			
				100
IV.	Venue			
	a. Structural condition <i>The foundation is made of concrete and structural steel materials or a combination of both</i>			
	b. Functionality			
	Conference Rooms <i>Amenities include:</i> 1. At least (3) microphone units, preferably wireless with stand and a sound system 2. 4 Projectors, 4 Projector screens/ 4 LED TV, HDMI cables 3. 1 Podium 4. Philippine Flag and Pole 5. Free and stable Wi-Fi connection, with 50-100mbps dedicated connection 6. Waived electricity charges for use of laptops and projectors 7. Audible/Operational Sound System 8. Tables and Extension wires for the use of Secretariat			
	a. Room arrangement (e.g., single, double, etc) <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.) August 24, 2025 6pax			
	2.) August 25, 2025 6pax			
	3.) August 26, 2025 6pax			
	4.) August 27, 2025 6pax			
	5.) August 28, 2025 6pax			
	6.) August 29, 2025 6pax			
	a. Fire escapes <i>With free escapes, structure in compliance with standards provided by the Building Code of the Philippines</i>			
	b. Firefighting equipment <i>With accessible emergency exit and alarm and with standby fire extinguishers</i>			
	c. Internet and Telecommunications <i>With unlimited access to Internet/Wi-Fi 50-1000mbps</i>			
	d. Audio visual equipment <i>With Operator</i>			
	e. Water supply and toilet <i>With continuous water supply and accessible clean comfort rooms</i>			
	d. Other requirements			
	a. Maintenance 1. Maintained cleanliness/disinfection of hall/restrooms 2. Free flowing brewed coffee/tea/creamer/sugar/choco drink with cover 3. Dining area for program management team 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 <i>With ambiance that promotes learning</i>			
	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:			
	Meals and Venue			
	A. DSOW Meeting: (1 day)			
	1. August 24, 2025			
	Meals and Venue: (15 pax)			
	AM Snacks			
	spaghetti			

	RATING FACTORS	YES	NO	RATING
	cheese sandwich			
	290ml bottled softdrink			
	Lunch			
	steamed rice			
	beef steak			
	chopsuey coffee jelly			
	iced tea			
	PM Snacks			
	pancit canton			
	banana cupcake			
	240ml canned juice			
	Dinner			
	steamed rice			
	chicken sisig			
	lechon paksiw			
	buttered vegetables			
	orange			
	B. Meals and Venue: 111 pax			
	1. August 25, 2025 (Day 1) Meals and Venue: 111 pax			
	AM Snacks			
	lasagna			
	toasted bread			
	240ml canned juice			
	Lunch			
	steamed rice			
	pork caldereta			
	laing			
	banana cucumber juice			
	PM Snacks			
	clubhouse sandwich			
	french fries			
	250ml bottled juice			
	2. August 26, 2025 (Day 2) Meals and Venue: 111 pax			
	AM Snacks			
	carbonara			
	cheese sandwich			
	240ml canned pineapple juice			
	Lunch			
	steamed rice			
	humba			
	fish fillet with pepper sauce mayo			
	pakbet coffee jelly			
	PM Snacks			
	sotanghon guisado			
	toast bread			
	240ml canned apple juice			
	3. August 27, 2025 (Day 3) Meals and Venue: 111 pax			
	AM Snacks			
	Chicken macaroni soup			
	hard boiled egg			

	RATING FACTORS	YES	NO	RATING
	250ml bottled juice			
	Lunch			
	steamed rice			
	baked sparnbs in honey sauce			
	fried chicken			
	buttered vegetables			
	fruit salad			
	PM Snacks			
	Chicken burger			
	French fries			
	290ml bottled softdrink			
	4. August 28, 2025 (Day 4) Meals and Venue: 111 pax			
	AM Snacks			
	Spaghetti			
	Toasted bread			
	Four seasons canned juice			
	Lunch			
	Steamed rice			
	Beef steak			
	Fish fillet with pepper sauce mayo			
	Laing			
	Leche flan			
	PM Snacks			
	mami with chicken and vegetables			
	hard boiled egg			
	250ml bottled juice			
	5. August 29, 2025 (Day 5) Meals and Venue: 111 pax			
	AM Snacks			
	Lasagna			
	Toasted bread			
	240ml canned juice			
	Lunch			
	steamed rice			
	langka			
	pork sinigang			
	fried fish			
	coffee jelly			
	C. Meals & Venue (Trainers/RO personnel: 7 days x 4 pax)			
	1. August 24, 2025 (Day 0) Meals and Venue: 4 pax			
	Lunch			
	steamed rice			
	buttered shrimp			
	pork sinigang			
	fish steak			
	banana			
	PM Snacks			
	beef burger			
	french fries			
	240ml canned juice			

	RATING FACTORS	YES	NO	RATING
	Dinner			
	steamed rice			
	pork sisig			
	sweet and sour fish			
	talong con karne			
	apple			
	2. August 25, 2025 (Day 1) Meals and Venue: 4 pax			
	Breakfast			
	steamed rice sunny side-up egg			
	beef tapa			
	coffee/juice			
	AM Snacks			
	lasagna			
	toasted bread			
	240ml canned juice			
	Lunch			
	steamed rice			
	pork caldereta			
	laing			
	banana			
	cucumber juice			
	PM Snacks			
	Clubhouse sandwich			
	feench fries			
	250ml bottled juice			
	Dinner			
	Steamed rice			
	Spareribs in honey sauce			
	Beef steak			
	Grilled fish			
	orange			
	3. August 26, 2025 (Day 2) Meals and Venue: 4 pax			
	Breakfast			
	Steamed rice			
	Scrambled egg			
	Fried boneless bangus			
	Coffee/juice			
	AM Snacks			
	Carbonara			
	Cheese sandwich			
	240ml canned pineapple juice			
	Lunch			
	Steamed rice			
	Humba			
	Fish fillet with pepper sauce mayo			
	Pakbet			
	coffee jelly			
	PM Snacks			
	sotanghon guisado			
	toasted bread			
	240ml canned apple juice			
	Dinner			
	Steamed rice			
	Chicken sisig			

	RATING FACTORS	YES	NO	RATING
	Lechon paksiw			
	Chopsuey guisado			
	Apple			
4.	August 27, 2025 (Day 3) Meals and Venue: 4 pax			
	Breakfast			
	Steamed rice			
	Sunny side up egg			
	Pork tocino			
	Coffee/juice			
	AM Snacks			
	Chicken macaroni soup			
	hard boiled egg			
	250ml bottled juice			
	Lunch			
	Steamed rice			
	Baked sparnibs in honey sauce			
	fried chicken			
	buttered vegetables			
	fruit salad			
	PM Snacks			
	chicken burger			
	French fries			
	290ml bottled softdrink			
	Dinner			
5.	August 28, 2025 (Day 4) Meals and Venue: 4 pax			
	Breakfast			
	Steamed rice			
	Scrambled egg			
	Corned beef			
	Coffee/juice			
	AM Snacks			
	Spaghetti			
	Toasted bread			
	Four seasons canned juice			
	Lunch			
	Steamed rice			
	Beef steak			
	Fish fillet with pepper sauce mayo			
	Laing leche flan			
	PM Snacks			
	mami with chicken and vegetables			
	hard boiled egg			
	250 bottled juice			
	Dinner			
	Steamed rice			
	Breaded fish fillet			
	Chicken inasal			
	Buttered vegetables			
	Leche flan			
6.	August 29, 2025 (Day 5) Meals and Venue: 4 pax			
	Breakfast			
	steamed rice			
	scrambled egg			

	RATING FACTORS	YES	NO	RATING
	pork longganisa			
	coffee/juice			
	AM Snacks			
	lasagna			
	toasted bread			
	240ml canned juice			
	Lunch			
	steamed rice langka			
	pork sinigang			
	fried fish			
	coffee jelly			
	PM Snacks			
	beef burger			
	french fries			
	290ml bottled softdrink			
	Dinner			
	steamed rice			
	pork afritada			
	sweet n sour fish fillet			
	sauteed garlic kangkong			
	banana			
	7. August 30, 2025 (Day 6) Meals and Venue: 4 pax			
	Breakfast			
	steamed rice			
	sunny side-up egg			
	Beef tapa			
	Coffee/juice			
	Summary			
	• August 24, 2025 - DSOW Meals and Venue: 15pax			
	• August 25-29, 2025 - Participants Meals and Venue (5 days): 111pax			
	• August 24-30, 2025 - Trainers/RO Personnel Meals and Venue (7 days) (Breakfast, AM Snacks, Lunch, PM Snack, Dinner): 4 pax			
	• August 24-29, 2025 - Trainers/RO Personnel: Accommodation (6 days): 6pax			
	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
<p>Four hundred sixteen Thousand pesos only (PhP 416,000.00)</p>	<p>In Words: _____</p> <p>In Figures: _____</p>
<p>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</p>	

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
