

### 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 July 16, 2025

Purchase Request No. 2025-159

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 becomits.

DELFIN A. BONDAD BAC Chairman

Signature over Printed Name Canvasser \_\_

# TERMS & CONDITIONS

- Bubmission 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 scaled envelope to the Bids & Awards Committee (BAC) at ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
  - 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
- Quotation of Quotations

  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).

  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
   1. The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by
  - 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.

  8. Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site,

  8. Upon the delivery of goods to the project site, the supplier's 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

  c. 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 sward or purchase order. Failure of the supplier to comply with this provision shall be a ground, for cancellation of the award or purchase order lanued to the supplier. Supplier shall pick-up the Purchase Grider issued in its fever within three (i) calcular days from the date of receipt of notice. A telephone call, text meanage, email or use of messaging app shall constitute an official notice to the flupplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.

  Supplier shall be responsible for the sward or purchase shall be cancelled.

  Supplier to comply with the time called for in the murchase order. Supplier the required Goods within the time called for in the murchase order. Suppli
- rurnage 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 DepRd's future procurement activities. This is without projudice 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.
- delayed deliveries.

- All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per resenue 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 institution of tampering with the said documents.

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 e account of suppliers

O. 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.

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

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.

### 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 ORIENTATION-WORKSHOP ON THE DEVELOPMENT OF STORYBOOKS FOR CHILDREN

### TECHNICAL SPECIFICATIONS FOR VENUE:

	RATING FACTORS	YES	NO	RATING
	Availability			
T	1.) July 23, 2025			
	2.) July 24, 2025			
7	3.) July 25, 2025			
$\dashv$				100
IL	Location and Site Condition		Sign comments of the state of	
	<ol> <li>Accessibility         Within Virac area and with access to main roads and national highways         Must comply with accessibility standards for participants with disabilities         including rams and accessible restrooms     </li> </ol>			
	Parking space,     With free parking space within the venue, available for at least 5 cars for TWG, guests, and other DepEd officials			
				100
M.	Neighborhood Data			
	<ol> <li>Sanitation and health condition         Proper waste management system such as regular garbage collection and sanitary permit from appropriate authority     </li> </ol>			
	Police and fire station     Proximity to police and fire stations			
	Restaurant     Proximity to restaurants or food stores			
	Banking and Postal     Proximity to banks, postal and telecommunications service provider			
				100







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_	RATING FACTORS	YES	NO	RATING
	Venue			
	Structural condition     The foundation is made of concrete and structural steel materials or a     control of the file.			
1	combination of both b, Functionality		-	
	a. Conference Rooms			
	Amenities include:  1. At least (2) microphona units, preferably wireless with stand and a	-		
	sound system 2. 2 Projectors, 2 Projector screens/2 LED TV, HDMI cables 3. 1 Podium			
	Process     Program     Philippine Flag and Pole     Free and stable Wi-Fi connection, with 50-100mbps dedicated			
	connection 6. Waived electricity charges for use of laptops and projectors 7. Extension wires securely arranged to avoid tripping hazards 8. Separate tables for registration/secretarial and Program Management Team			
-	b. Room arrangement (e.g., single, double, etc.)			
	1.) July 22, 2025 2.) July 23, 2025 3.) July 24, 2025			
	c. Light, ventilation, and air conditioning Uninterrupted power supply, fully air-conditioned			
	d. Space requirements			
-	Can accommodate for the plenary sessions, opening and closing program c. Facilities			
	Water supply and tollet     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/creamer/sugar 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	· · · · · · · · ·		*************
_	With ambiance that promotes learning			
	c. Security 1. With 24hours security service 2. Front desk and housekeeping services, available medical team (In-house			
-	nurse/First aider) throughout the activity with basic medicines d. Token for 15 pax (ABC PhP 15, 000)			Section of the section of the
-	at tende to partition to 10,000			
-			-	
-				A COLUMN TO SUBSTITUTE
-				
20/2				







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RATING FACTORS	YES	NO	RATING
e. Catering Services			
TECHNICAL SPECIFICATIONS FOR FOOD:			
TECHNICAL SPECIFICATIONS FOR FOOD;			
Day 1: July 18, 2025 - Meals, Venue, and Accommodation 55pax			
Menu Menu			
AM(Snacks)			
1 serving of baked macaroni			
1 serving of banana cupcake			
1 290ml bottled juice			
Lunch			
1 serving of plain rice			
1 serving lechon kawali			
1 serving of chicken afritada			
1 serving of chopsuey	-		
1 serving of coffee jelly			
1 240ml bottled iced tea			
PM (Snacks)			
1 serving of mami with chicken, vegetables, eggs			
1 regular serving cheese pulo	-		
1 250ml bottled juice			
Dinner			
1 serving of plain rice			
1 serving of chicken cordon bleu	-		
1 serving of calibrate conductives  1 serving of pork sinigang			
1 serving of fried fish			
1 piece apple			
1 350ml bottled water			
1 330111 bottled water			
Day 2: July 19, 2025 - Meals, Venue, and Accommodation 55pax			-
Menu Menu			
Breakfast			
1 serving of plain/fried rice			
1 serving of sunny side-up egg			_
1 serving of pork longganisa			
coffee/juice			
AM(Snacks)			
1 serving of lasagna			
2 pcs toasted bread			-
1 240ml canned juice			
Lunch			
1 serving of plain rice			
1 serving of pork menudo	-		-
1 regular serving fried chicken			
1 regular serving ginisang sayote	-		
1 serving mixed fruits			
1 glass of cucumber juice			-
PM (Snacks)			*******
1 serving of pancit canton			-
1 regular serving latik			
1 240ml canned juice			
Dinner			
1 serving of plain rice			
1 serving of chicken tinola			
1 regular serving of fish fillet			





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RATING FACTORS	YES	10	RATING
I serving of talong con kame	propagation of the second	- Company of the Comp	
1 po banana	AND DESCRIPTION OF THE PERSON NAMED IN		
	See		
Day 3: July 20, 2025 - Meals, Venue, and Accommodation 55pax			
Menu			
Dreakfast	- Mary Company of Company		
1 serving of plain/fried rice	And the second second second		
1 serving of scrambled egg			
1 serving of beef tapa			
coffee/uice			
AM(Snacks)			
1 serving of carbonara			
1 serving of cheese sandwich			
1 240ml canned juice			
Lunch			
1 serving of plain rice			
1 serving of humba			
2 pcs fried pork lumpia	-		
1 serving of pakbet			
1 serving of salad	-		
1 glass of orange juice			
PM (Snacks)			
1 serving of palabok	-		
1 pc toasted siopao			
1 240ml canned juice	-		
Dinner			
1 serving of plain rice			-
1 serving of spareribs in honey sauce	-		
1 serving of sweet n sour fish	-		
1 regular serving stir-fry vegetable with tofu			
1 pc apple			
1 350ml bottled water			
Day 2: July 19, 2025 - Meals and Venue 25pax			
Menu			
Breakfast			
1 serving of plain/fried rice			
1 serving of sunny side-up egg			
1 serving of pork longganisa			
coffee/juice			
AM(Snacks)			-
1 serving of lasagna			-
2 pcs toasted bread			
1 240ml canned juice			-
Lunch			-
1 serving of plain rice			
		-	
1 serving of park menudo			-
1 regular serving fried chicken			
1 regular serving ginisang sayote			-
1 serving mixed fruits			
1 glass of cucumber juice			





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	RATING FACTORS	YES	NO	RATING
	1 240ml canned Juice	Same of the Same o		
	Dinner	A SECURITY SHEET SHEET	of the second desired to the	Mark Company (Mary Sang Committee of Sang Commit
	1 serving of plain rice	-	-	Service of the control of the contro
	1 serving of chicken tinola	Contract with the same	-	The same of the same of the same of
	1 regular serving of fish fillet	-		Mary and produce of the control of t
	1 serving of talong con karne	Andreas and the second	-	All the committee of th
-	1 pc banana			
	July 23, 2025 (55 pax Meals, Venue, and Accommodation)			
	<ul> <li>July 24, 2025 (55 pax Meals, Venue, and Accommodation; 25 pax Meals and Venue)</li> </ul>			
	<ul> <li>July 25, 2025 (55 pax Meals, Venue, and Accommodation)</li> </ul>			
-	Provide 15 tokens (ABC PhP 15,000)			
-	1. Client's satisfactory rating			
_				100
	Availability			X (5) =
Ħ.	Location and Site Condition			X (.1) =
IIL	Neighborhood Data			X (.05) =
IV.	Venue		FACTOR VALUE	X (35) =
		Metallica Santa	LACION TALU	Contract Con

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/Meals. Approved Budget for the Contract Offered Quotation Words: Two Hundred Seventy-seven Thousand Five Hundred Pesos Only (PhP 277,500.60) n 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 over your duly authorized representative/s. Supplier's Company Name:		ed by you or any o
Philgeps Registration Number:		
Address:		
Telephone/Cellphone Number:	Email:	
Supplier or Authorized Representative:		
Signature over Printed Name:	Date:	
Note: A Special Power of Attorney is required for the Author	rized Representative	







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