



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. : 2025-189

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 _____

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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



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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 undelivered, 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 its 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.

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
I. Availability				
	1.) July 23, 2025			
	2.) July 24, 2025			
	3.) July 25, 2025			
				100
II. Location and Site Condition				
	1. Accessibility 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			
	2. Parking space, With free parking space within the venue, available for at least 5 cars for TWG, guests, and other DepEd officials			
				100
III. Neighborhood Data				
	1. Sanitation and health condition Proper waste management system such as regular garbage collection and sanitary permit from appropriate authority			
	2. Police and fire station Proximity to police and fire stations			
	3. Restaurant Proximity to restaurants or food stores			
	4. Banking and Postal Proximity to banks, postal and telecommunications service provider			
				100



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RATING FACTORS	YES	NO	RATING
e. Catering Services			
TECHNICAL SPECIFICATIONS FOR FOOD:			
Day 1: July 18, 2025 - Meals, Venue, and Accommodation 55pax			
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 pula			
1 250ml bottled juice			
Dinner			
1 serving of plain rice			
1 serving of chicken cordon bleu			
1 serving of pork sinigang			
1 serving of fried fish			
1 piece apple			
1 350ml bottled water			
Day 2: July 19, 2025 - Meals, Venue, and Accommodation 55pax			
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			

RATING FACTORS	YES	NO	RATING
1 serving of talong con kama			
1 pc banana			
Day 3: July 20, 2025 - Meals, Venue, and Accommodation 55pax			
Menu			
Breakfast			
1 serving of plain/fried rice			
1 serving of scrambled egg			
1 serving of beef tapa			
coffee/juice			
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 sloop			
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 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			

RATING FACTORS		YES	NO	RATING
1	240ml canned juice			
	Dinner			
1	serving of plain rice			
1	serving of chicken tinola			
1	regular serving of fish fillet			
1	serving of talong con kama			
1	pc banana			
	• July 23, 2025 (55 pax Meals, Venue, and Accommodation)			
	• July 24, 2025 (55 pax Meals, Venue, and Accommodation; 25 pax Meals and Venue)			
	• July 25, 2025 (55 pax Meals, Venue, and Accommodation)			
	• Provide 15 tokens (ABC PHP 15,000)			
	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 items 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
Two Hundred Seventy-seven Thousand Five Hundred Pesos Only (PHP 277,500.00)	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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