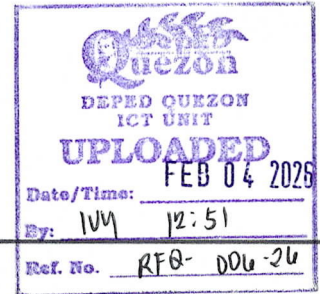




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2026-04-RFQS
 Date: February 2, 2026

REQUEST FOR QUOTATION

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through SMALL VALUE PROCUREMENT** for the “SUPPLY OF FOOD AND VENUE FOR THE CONDUCT OF CAPACITY BUILDING OF IQAT MEMBERS ON THE CONDUCT OF IQA PROCEDURES AS PER PAWIM” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : SUPPLY OF FOOD AND VENUE FOR THE CONDUCT OF CAPACITY BUILDING OF IQAT MEMBERS ON THE CONDUCT OF IQA PROCEDURES AS PER PAWIM
- Approved Budget for the Contract** : Ninety Six Thousand Pesos & 00/100 (PhP 96,000.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 30 CD upon receipt of Purchase Order

Interested suppliers are required to submit their valid and current Mayor’s permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration, DTI or SEC Registration, BIR Certificate of Registration and Original Notarized Omnibus Sworn Statement, and Original Special Power of Attorney of the Owner or all members of the joint venture giving full power and authority to its officer or designated person to sign the OSS and do acts to represent the Bidder, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if there are signed or initialed by the bidder or his/her duly authorized representative/s.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164 |
 (042) 784-0391 | (042) 784-0321
 E-mail Address: quezon@deped.gov.ph
 Website: https://quezon.deped.gov.ph



Republic of the Philippines
Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

Submission of quotation and eligibility documents is on or before 10:00 a.m. of February 9, 2026 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

LORENA S. WALANGSUMBAT
BAC Chairman
DepEd, Division of Quezon
Talipan, Pagbilao, Quezon

You may also download the quotation form at www.depedquezon.com.ph.

For inquiries, you may contact us at tel. no. 042-784-0366 and look for Hilariona E. Coronado.

Very truly yours,

LORENA S. WALANGSUMBAT
BAC Chairman

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

APPROVED BUDGET FOR THE CONTRACT

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
SUPPLY OF FOOD AND VENUE FOR THE CONDUCT OF CAPACITY BUILDING OF IQAT MEMBERS ON THE CONDUCT OF IQA PROCEDURES AS PER PAWIM February 26-27 2026		February 26-27 2026				
		February 26 2026 FOOD/VENUE Breakfast/AM Snack/Lunch/PM Snack/Dinner	PAX	40	1,200.00	48,000.00
		February 27 2026 FOOD/VENUE Breakfast/AM Snack/Lunch/PM Snack/Dinner	PAX	40	1,200.00	48,000.00
GRAND TOTAL						96,000.00

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Annex "C"

PRICE QUOTATION FORM

 Date

The Bids and Awards Committee
 DepED, Division of Quezon
 Talipan. Pagbilao, Quezon

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
SUPPLY OF FOOD AND VENUE FOR THE CONDUCT OF CAPACITY BUILDING OF IQAT MEMBERS ON THE CONDUCT OF IQA PROCEDURES AS PER PAWIM February 26-27 2026		February 26-27 2026				
		February 26 2026 FOOD/VENUE Breakfast/AM Snack/Lunch/PM Snack/Dinner	PAX	40		
		February 27 2026 FOOD/VENUE Breakfast/AM Snack/Lunch/PM Snack/Dinner	PAX	40		
	GRAND TOTAL					

TOTAL AMOUNT IN WORDS

 Signature Over Printed Name of Bidder

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |

(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: https://quezon.deped.gov.ph



Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE

Annex "D "

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".

Project Description	Item No.	Item Description	Statement of Compliance
SUPPLY OF FOOD AND VENUE FOR THE CONDUCT OF CAPACITY BUILDING OF IQAT MEMBERS ON THE CONDUCT OF IQA PROCEDURES AS PER PAWIM February 26-27 2026		February 26-27 2026 February 26 2026 FOOD/VENUE – 40pax Breakfast/AM Snack/Lunch/PM Snack/Dinner February 27 2026 FOOD/VENUE – 40pax Breakfast/AM Snack/Lunch/PM Snack/Dinner Assisted Buffet <ul style="list-style-type: none"> • Breakfast – Rice, 2 viands, fresh fruits, bread and butter and coffee • Morning Snacks- Snacks and 250 ml drinks or juice • Lunch – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks • Afternoon Snacks- Snacks and 250 ml drinks or juice • Dinner – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks • Free flowing purified water 	

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |

(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

	<p>and coffee</p> <ul style="list-style-type: none">• Flexibility of menu to accommodate guest with preference in food due to religious belief and health conditions <p>2. Session Hall (2 DAYS)</p> <ul style="list-style-type: none">• Provision of one (1) Plenary Hall• Provision of 2 overhead projectors• Provision of 3 microphones• Provision of two 4x6 tarpaulin• Fully air-conditioned hall• with reliable internet service• with excellent sound system• Provision of extra extension cords <p>Other Inclusions:</p> <ul style="list-style-type: none">• With available front desk personnel 24/7• With daily supply of toiletries• With facilities for disabled guest• With clean comfort rooms and continuous water supply• Provision of vehicle to transport guest to the hospital in case of emergency	
--	---	--

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class “A” Documents

1. Legal Documents

- Philgeps Registration
- Mayor’s/Business Permit
- DTI or SEC Registration
- BIR Certificate of Registration (line of business shall be relevant to the kind of goods or services to be supplied)
- Income/Business Tax Return (for ABCs above 500k)

2. Technical Documents

- Notarized Omnibus Sworn Statement
- Notarized Special Power of Attorney for Single Proprietorship or Secretary’s Certificate for Corporation, if applicable
- Statement of Compliance to Technical Specifications

Class “B” Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable

Notes:

- 1. All documents must be prepared in two (2) sets of copies, one (1) original copy and one (1) photocopy*
- 2. The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to disqualification of proposal.*
- 3. Documents must be fastened to avoid missing of pages and must be have ear tags for easy identification*

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>