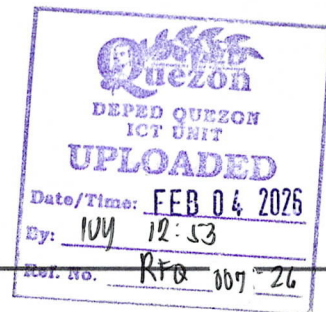




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. 2026-07-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 DISTRICT ON-SITE MONITORS OF L&D PROFESSIONAL DEVELOPMENT PROGRAMS” 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 DISTRICT ON-SITE MONITORS OF L&D PROFESSIONAL DEVELOPMENT PROGRAMS
- Approved Budget for the Contract** : Seventy Nine Thousand Two Hundred Pesos & 00/100 (PhP 79,200.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : Delivery shall take place on July 31, 2026

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](mailto:quezon@deped.gov.ph)  
Website: <https://quezon.deped.gov.ph>



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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](http://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

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**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 DISTRICT ON-SITE MONITORS OF L&D PROFESSIONAL DEVELOPMENT PROGRAMS  July 31 2026		July 31 2026 FOOD/VENUE Breakfast/AM Snack/Lunch/PM Snack/Dinner	PAX	66	1,200.00	48,000.00
<b>GRAND TOTAL</b>						<b>79,200.00</b>

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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 DISTRICT ON-SITE MONITORS OF L&D PROFESSIONAL DEVELOPMENT PROGRAMS		July 31 2026 FOOD/VENUE Breakfast/AM Snack/Lunch/PM Snack/Dinner	PAX	66		
July 31 2026	<b>GRAND TOTAL</b>					

TOTAL AMOUNT IN WORDS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Signature Over Printed Name of Bidder

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*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 DISTRICT ON-SITE MONITORS OF L&D PROFESSIONAL DEVELOPMENT PROGRAMS  July 31 2026		July 31 2026 FOOD/VENUE – 66pax Breakfast/AM Snack/Lunch/PM Snack/Dinner  Assisted Buffet <ul style="list-style-type: none"> <li>• Breakfast – Rice, 2 viands, fresh fruits, bread and butter and coffee</li> <li>• Morning Snacks- Snacks and 250 ml drinks or juice</li> <li>• Lunch – Rice, Vegetables, 2 viands, soup, dessert &amp; 250 ml drinks</li> <li>• Afternoon Snacks- Snacks and 250 ml drinks or juice</li> <li>• Dinner – Rice, Vegetables, 2 viands, soup, dessert &amp; 250 ml drinks</li> <li>• Free flowing purified water and coffee</li> <li>• Flexibility of menu to accommodate guest with</li> </ul>	

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	<p>preference in food due to religious belief and health conditions</p> <p>2. Session Hall</p> <ul style="list-style-type: none"><li>• Provision of one (1) Plenary Hall</li><li>• Provision of 2 overhead projectors</li><li>• Provision of 3 microphones</li><li>• Provision of two 4x6 tarpaulin</li><li>• Fully air-conditioned hall</li><li>• with reliable internet service</li><li>• with excellent sound system</li><li>• Provision of extra extension cords</li></ul> <p>Other Inclusions:</p> <ul style="list-style-type: none"><li>• With available front desk personnel 24/7</li><li>• With daily supply of toiletries</li><li>• With facilities for disabled guest</li><li>• With clean comfort rooms and continuous water supply</li><li>• Provision of vehicle to transport guest to the hospital in case of emergency</li><li>• With safe, secured premises and wide parking area</li></ul>	
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	<ul style="list-style-type: none"><li>• With electrical generator system</li><li>• Single compound area that can accommodate the total number of participants</li><li>• Location shall be within Lucena City or in other nearby cities and municipalities</li></ul> <p>** And in case the service provider need to transfer the participants to another venue/accommodation due to unforeseen events, they must ensure the following:</p> <ol style="list-style-type: none"><li>1) the choice of venue/accommodation must still follow the details required in the contract;</li><li>2) additional cost if any for the transfer of accommodation to other hotels will be shouldered by the service provider, including the shuttle service to &amp; from the venue.</li></ol>	
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I hereby certify to comply with all the above technical specifications.

Name of Bidder	Signature Over Printed Name of Representative	Date
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**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*

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