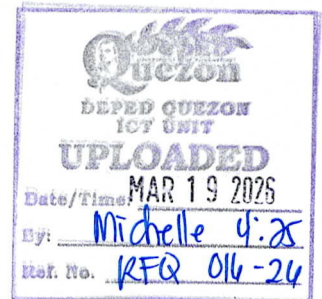




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2026-14-RFQS
Date: March 19, 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, VENUE AND ACCOMMODATION FOR RESOURCE SPEAKERS FROM REGIONAL OFFICE FOR THE CONDUCT OF CAPACITY BUILDING FOR ADMINISTRATIVE OFFICER II IN SCHOOLS” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR RESOURCE SPEAKERS FROM REGIONAL OFFICE FOR THE CONDUCT OF CAPACITY BUILDING FOR ADMINISTRATIVE OFFICER II IN SCHOOLS
- Approved Budget for the Contract** : Sixty Thousand Pesos & 00/100 (PhP 60,000.00)
- Specifications** : See attached Annex “D” 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>



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Submission of quotation and eligibility documents is on or before 10:00 a.m. of March 23, 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 Chairperson

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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, VENUE AND ACCOMMODATION FOR RESOURCE SPEAKERS FROM REGIONAL OFFICE FOR THE CONDUCT OF CAPACITY BUILDING FOR ADMINISTRATIVE OFFICER II IN SCHOOLS April 13-16 2026 | | April 13-16 2026 | | | | |
| | | April 13 2026 (DAY 0) ACCOMMODATION | PAX | 10 | 800.00 | 8,000.00 |
| | | APRIL 14, 2026 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner | PAX | 10 | 2,000.00 | 20,000.00 |
| | | APRIL 15, 2026 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner | PAX | 10 | 2,000.00 | 20,000.00 |
| | | APRIL 16, 2026 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner | PAX | 10 | 1,200.00 | 12,000.00 |
| GRAND TOTAL | | | | | | 60,000.00 |

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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, VENUE AND ACCOMMODATION FOR RESOURCE SPEAKERS FROM REGIONAL OFFICE FOR THE CONDUCT OF CAPACITY BUILDING FOR ADMINISTRATIVE OFFICER II IN SCHOOLS April 13-16 2026 | | April 13-16 2026 | | | | |
| | | April 13 2026 DAY 0) ACCOMMODATION | PAX | 10 | | |
| | | APRIL 14, 2026 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner | PAX | 10 | | |
| | | APRIL 15, 2026 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner | PAX | 10 | | |
| | | APRIL 16, 2026 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner | PAX | 10 | | |
| GRAND TOTAL | | | | | | |

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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, VENUE AND ACCOMMODATION FOR RESOURCE SPEAKERS FROM REGIONAL OFFICE FOR THE CONDUCT OF CAPACITY BUILDING FOR ADMINISTRATIVE OFFICER II IN SCHOOLS April 13-16 2026 | | April 13 2026 (DAY 0) ACCOMMODATION APRIL 14, 2026 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner APRIL 15, 2026 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner APRIL 16, 2026 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner 1. Foods Day 1-3: APRIL 14-16, 2026 – Breakfast, AM & PM Snacks, Lunch & Dinner -10 pax Assisted Buffet • 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 | |

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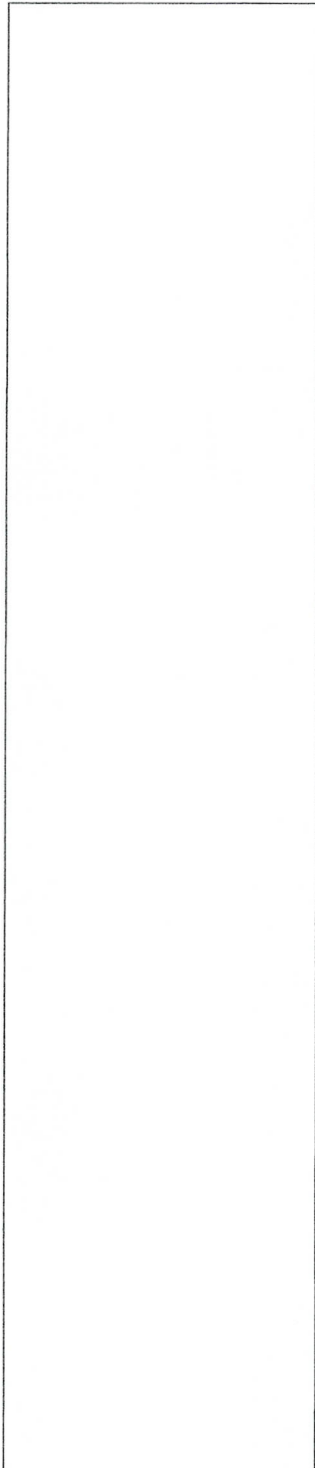
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- Dinner – Rice, Vegetables, 2 viands , soup , dessert & 250 ml drinks
- Free flowing purified water and coffee
- Flexibility of menu to accommodate guest with preference in food due to religious belief and health conditions

2. Session Hall (Day 1-3)

- 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

3. Room Accommodation

Day 0-2: April 13-15 2026 – 10 pax

- Fully airconditioned rooms
- With bottled water and individual personal kit (bath towel, toothpaste, toothbrush, shampoo, bath soap) for the entire duration of the event
- Provision of rooms for facilitators preferably 2 pax in a room for 3 nights.

Other Inclusions:

- 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

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| | |
|--|--|
| | <p>guest to the hospital in case of emergency</p> <ul style="list-style-type: none">• With safe, secured premises and wide parking area• With electrical generator system• Single compound area that can accommodate the total number of participants• Location shall be within Lucena City <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">1) the choice of venue/accommodation must still follow the details required in the contract;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 & from the venue. |
|--|--|

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 of Incorporation, 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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