



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



Bids and Awards Committee

RFQ No. 2026-20-RFOS
 Date: MAY 7, 2026

REQUEST FOR QUOTATION

The Department of Education-Division of Quezon, through its Bids and Awards Committee (BAC), intends to procure the **SUPPLY OF FOOD, VENUE, ACCOMMODATION AND TRANSPORTATION FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY LOT Nos. 1-2** with an Approved Budget for the Contract of ONE MILLION TWO HUNDRED EIGHTY FOUR THOUSAND FOUR HUNDRED PESOS ONLY (PhP1,284,400.00) through Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 10:00 AM of MAY 14, 2026, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

LORENA S. WALANGSUMBAT
 BAC Chairperson
 DepEd, Division of Quezon
 Talipan, Pagbilao, Quezon
 Telephone No. 042-7840366 loc 120
 Email: hilariona.coronado@deped.gov.ph

Interested suppliers shall also submit a copy of the following documents along with the quotation in a sealed envelope on or before the above specified deadline of submission of quotation:

- a. Valid Mayor's/Business Permit
- b. Philgeps Registration Number
- c. Notarized Omnibus Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- d. BIR Certificate of Registration Registration (line of business shall be relevant to the kind of goods or services to be supplied)
- e. Income/Business Tax Return (for ABCs above P500k)
- f. DTI Registration Certificate or SEC Registration Certificate (whichever is applicable)
- g. Statement of Compliance to Technical Specifications
- h. JVA or the Duly Notarized Statement in accordance with Section 52.2 (a) of RA 12009 and its IRR, if applicable.



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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Head of the Procuring Entity (HoPE) of the DepEd-SDO-Quezon reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

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.

For any clarification, you may contact the BAC Secretariat at 042-7840366 loc 120 or send an email to hilariona.coronado@deped.gov.ph.

You may also download the quotation form at www.quezon.deped.gov.ph.

By the Authority of the Bids and Awards Committee:

LORENA S. WALANGSUMBAT
BAC Chairperson



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APPROVED BUDGET FOR THE CONTRACT

Project Description	Lot No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
SUPPLY OF FOOD, VENUE, ACCOMMODATION AND TRANSPORTATION FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY LOT Nos. 1-2 MAY 21-22, 2026	1	Lot 1 SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY				
		MAY 21-22, 2026 DAY 1 MAY 21 2026 FOOD, VENUE, ACCOMMODATION • BREAKFAST, AM SNACK, LUNCH, PM SNACK, DINNER	PAX	338	2,000.00	676,000.00
		DAY 2 MAY 22 2026 FOOD, VENUE • BREAKFAST, AM SNACK, LUNCH, PM SNACK, DINNER	PAX	338	1,200.00	270,400.00
	2	Lot 2 PROCUREMENT OF TRANSPORTATION SERVICES FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY (MAY 21-22, 2026, SDO QUEZON TO VENUE AND VICE-VERSA)	PAX	338	1,000.00	338,000.00
GRAND TOTAL						1,284,400.00



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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.
If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.
In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted.
- (5) All documents must be prepared in two (2) sets of copies; original copy and copy 1, shall be signed by the authorized signatory on all pages, shall have ear tags for easy identification, and shall be fastened or comb-bound to avoid missing of pages.



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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the **Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation**, the DepEd-SDO-Quezon 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.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DepEd-SDO Quezon. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Sales Invoice, Delivery Receipt and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd-SDO-Quezon may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.



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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 instructions and 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, ACCOMMODATION AND TRANSPORTATION FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY LOT Nos. 1-2 MAY 21-22, 2026	1	Lot 1 SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY MAY 21-22, 2026 DAY 1 MAY 21 2026 FOOD, VENUE, ACCOMMODATION • BREAKFAST, AM SNACK, LUNCH, PM SNACK, DINNER	PAX	338		
		DAY 2 MAY 22 2026 FOOD, VENUE • BREAKFAST, AM SNACK, LUNCH, PM SNACK	PAX	338		
	2	Lot 2 PROCUREMENT OF TRANSPORTATION SERVICES FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING	PAX	338		



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ACTIVITY (MAY 21-22, 2026, SDO QUEZON TO VENUE AND VICE-VERSA)				
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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	Unit	Qty	Bidder's Statement of Compliance
SUPPLY OF FOOD, VENUE, ACCOMMODATION AND TRANSPORTATION FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY LOT Nos. 1-2 MAY 21-22, 2026		Lot 1 SUPPLY OF FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY MAY 21-22, 2026 DAY 1 MAY 21 2026 FOOD, VENUE, ACCOMMODATION BREAKFAST, AM SNACK, LUNCH, PM SNACK, DINNER	Pax	338	
		DAY 2 MAY 22 2026 FOOD, VENUE BREAKFAST, AM SNACK, LUNCH, PM SNACK <ul style="list-style-type: none"> • 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 • Dinner – Rice, Vegetables, 2 viands, soup, dessert & 250 ml drinks • Free flowing purified water and coffee 	Pax	338	



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	<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 (Day 1-2)</p> <ul style="list-style-type: none">• Venue shall be spacious enough to accommodate the number of pax• Provision of one (1) Plenary Hall• Provision of 2 overhead projectors• Provision of 3 microphones• Provision of two (2) 4x6 tarpaulin inside and outside the hall.• Fully air-conditioned halls and rooms• with excellent Wi-Fi and internet access• provision of extra extension cords• With excellent sound system, projector, microphone, good lighting, ventilation, air-condition• With accommodating waiter and staff <p>3. Room Accommodation DAY 1 – 338pax</p> <ul style="list-style-type: none">• Fully airconditioned rooms• Provision of rooms for participants preferably 4-6 pax in a room for 1 night• With bottled water and individual personal kit (bath towel, toothpaste, toothbrush, shampoo, bath soap) for the entire duration of the event• Provision of two (2) rooms for facilitators preferably 2 pax each in a room for 1 night			
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	<p>Other Inclusions:</p> <ul style="list-style-type: none"> • With available and accommodating personnel to attend to participants' needs 24/7. • With daily supply of toiletries and cleaning of rooms • With facilities for disabled guest • With clean comfort rooms, continuous water supply and provision of tissue paper, alcohol, liquid hand soaps in the restroom • Provision of vehicle to transport guest to the hospital in case of emergencies • Provision of mini clinic for emergency cases with small bed, oxygen tank and wheel chair • With safe, secured premises and WIDE PARKING AREA • With electrical generator system • Shall be held in a single compound that can accommodate the total number of participants • Location shall be situated within CALABARZON or in other nearby cities and municipalities <p>** And in case the service provider needs 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 		
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	<p>other hotel will be shouldered by the service provider, including the shuttle service to & from the venue.</p> <p>LOT 2 PROCUREMENT OF TRANSPORTATION SERVICES FOR THE CONDUCT OF DIVISION GAD CAPABILITY BUILDING ACTIVITY (MAY 21- 22, 2026, SDO QUEZON TO VENUE AND VICE-VERSA)</p> <p>Transportation (Day 1-2)</p> <ul style="list-style-type: none"> • Shall provide service vehicle (bus or van) for 338 pax back and forth from SDO-Quezon to the venue and vice versa • Vehicle shall be in good running condition, fully airconditioned • Shall have existing and valid registration and/or licenses with the appropriate government entity as required by existing laws and regulations • Driver shall possess a valid driver's license • Shall provide travel insurance to the participants 	PAX	338
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I hereby certify to comply with all the above technical specifications.

Company's Name	Signature / Name of Authorized Representative	Date Signed



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