



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



Bids and Awards Committee

RFQ No. 2025-85-RFQS
 Date: NOVEMBER 27, 2025

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 THE CONDUCT OF COMPETENCY ENHANCEMENT ON COMMUNICATION SKILLS FOR NON-TEACHING STAFF” 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 THE CONDUCT OF COMPETENCY ENHANCEMENT ON COMMUNICATION SKILLS FOR NON-TEACHING STAFF
- Approved Budget for the Contract** : Six Hundred Eighty Four Thousand Eight Hundred Pesos & 00/100 (PhP 684,800.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 60 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-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321





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Submission of quotation and eligibility documents is on or before 10:00 a.m. of December 1, 2025 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

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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 THE CONDUCT OF COMPETENCY ENHANCEMENT ON COMMUNICATION SKILLS FOR NON-TEACHING STAFF JAN 22-23, 2026		JAN 22-23, 2025				
		DAY 1 JAN 22 2025 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner	PAX	214	2000.00	428,000.00
		DAY 2 JAN 23 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner	PAX	214	1200.00	256,800.00
GRAND TOTAL						684,800.00

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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 THE CONDUCT OF COMPETENCY ENHANCEMENT ON COMMUNICATION SKILLS FOR NON-TEACHING STAFF JAN 22-23, 2026		JAN 22-23, 2025				
		DAY 1 JAN 22 2025 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner	PAX	214		
		DAY 2 JAN 23 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner	PAX	214		
GRAND TOTAL						

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
VENUE AND ACCOMMODATION FOR THE CONDUCT OF COMPETENCY ENHANCEMENT ON COMMUNICATION SKILLS FOR NON-TEACHING STAFF JAN 22-23, 2026		JAN 22-23, 2025 DAY 1 JAN 22 2025 FOOD/VENUE/ACCOMMODATION Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner DAY 2 JAN 23 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snacks & Dinner <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 	

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- 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 1-2)

- Provision of one (1) Plenary Hall
- Provision of 2 overhead projectors
- Provision of 3 microphones
- Provision of two (2) 4x6 tarpaulin as backdraft
- Fully air-conditioned halls and rooms
- with excellent internet service
- provision of extra extension cords
- With excellent sound system, projector, microphone, good lighting, ventilation, air-condition

3. Room Accommodation
DAY 1 – 214pax

- 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

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preferably 2 pax each in a room for 1 night

Other Inclusions:

- With available front desk personnel 24/7
- With daily supply of toiletries and cleaning of rooms
- With the provision of tissue paper, alcohol, liquid hand soaps
- 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 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 Lucena City or in other nearby cities and municipalities

** And in case the service provider needs to transfer the participants to another venue/accommodation due to unforeseen events,

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	<p>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 hotel will be shouldered by the service provider, including the shuttle service to & from the venue. 	
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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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