



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



**Bids and Awards Committee**

RFQ No. 2025-71-RFQS  
Date: SEPTEMBER 5, 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 AND VENUE FOR THE CONDUCT OF 2<sup>ND</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2025 ” 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 2<sup>ND</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2025
- Approved Budget for the Contract** : Eight Hundred Twenty Six Thousand Four Hundred Pesos & 00/100 (PhP 826,400.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 15 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.

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

Trunkline #: (042) 784-0366, (042) 784-0164,

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Submission of quotation and eligibility documents is on or before 10:00 a.m. of September 9, 2025 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

Joepi F. Falqueza  
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,

JOEPI F. FALQUEZA  
BAC Chairman

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DepEdTayoQuezon

[www.depedquezon.com.ph](http://www.depedquezon.com.ph)

[quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)



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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 2 <sup>ND</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2025  BATCH 1 Sept 25, 2025 (1 <sup>st</sup> & 3 <sup>rd</sup> Dist) BATCH 2 Sept 26 2025 (2 <sup>nd</sup> & 4 <sup>th</sup> Dist)		BATCH 1 Sept 25, 2025 BATCH 2 Sept 26 2025				
		Sept 25, 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snack	PAX	551	800.00	440,800.00
		Sept 26, 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snack	PAX	482	800.00	385,600.00
<b>GRAND TOTAL</b>						<b>826,400.00</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 2 <sup>ND</sup> DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2025  BATCH 1 Sept 25, 2025 (1 <sup>st</sup> & 3 <sup>rd</sup> Dist) BATCH 2 Sept 26 2025 (2 <sup>nd</sup> & 4 <sup>th</sup> Dist)		BATCH 1 Sept 25, 2025 BATCH 2 Sept 26 2025				
		Sept 25, 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snack	PAX	551		
		Sept 26, 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snack	PAX	482		
<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 2ND DIVISION MANAGEMENT COMMITTEE MEETING FOR CY 2025  BATCH 1 Sept 25, 2025 (1st & 3rd Dist) BATCH 2 Sept 26 2025 (2nd & 4th Dist)		BATCH 1 Sept 25, 2025 BATCH 2 Sept 26 2025  Sept 25, 2025 – 551 pax FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snack  Sept 26, 2025 FOOD/VENUE Food: Breakfast, AM Snack, Lunch, PM Snack 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 • Free flowing purified water and coffee • Flexibility of menu to accommodate guest with	

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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 2 microphones</li><li>• Provision of one (1) 4x6 tarpaulin</li><li>• Fully air-conditioned halls and rooms</li><li>• With excellent wi-fi connection, lighting, aircondition</li><li>• Provision of extra extension cords</li><li>• <b>Issuance of Official Receipts to participants</b></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 and cleaning of rooms</li><li>• With facilities for disabled guests</li><li>• With clean comfort rooms and continuous water supply</li><li>• Provision of vehicle to transport guest to the hospital in case of emergencies</li></ul>	
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	<ul style="list-style-type: none"><li>• Provision of mini clinic with small bed, wheel chair and oxygen tank</li><li>• With safe, secured premises and WIDE PARKING AREA</li><li>• With electrical generator system</li><li>• Location shall be WITHIN Lucena City.</li></ul> <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"><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 hotel 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.

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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
- Authority of the Signatory
- 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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