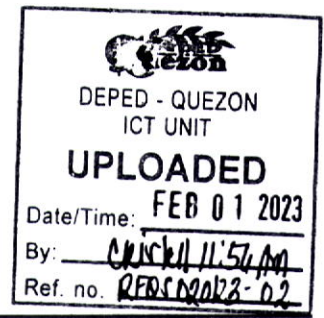




Republic of the Philippines  
**Department of Education**  
 REGION IV-A  
 SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. **2023-006-RFQS**  
 Date :February 01, 2023

**REQUEST FOR QUOTATION**

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement through Small Value Procurement** for the **“Orientation -Workshop For SDO Personnel On Establishing And Managing Gender-Responsive Division M&E System As Per DepEd Order No. 029,s.2022 ” on February 15-17,2023**, in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : **Orientation -Workshop For SDO Personnel On Establishing And Managing Gender- Responsive Division M&E System As Per DepEd Order No. 029,s. 2022**
- Approved Budget for the** : **One Hundred Fifty Six Thousand and 00/100 Pesos Only (P156,000.00)**
- Specifications** : **See attached Annex “B” for the Technical Specifications**
- Location** : **Talipan, Pagbilao, Quezon**
- Delivery Term** : **Within three (3) calendar days upon receipt of Notice to Proceed**

Interested suppliers are required to submit their valid and current Mayor’s permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration and Omnibus Sworn Statement, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor’s/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the lowest quotation on a per lot basis, which complies with the minimum description as stated above and other tems and conditions stated in the price quotation form.

DEPEDQUEZON-TM-SDS-04-025-003



*“Creating Possibilities, Inspiring Innovations”*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
 Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
 Email Address: quezon@deped.gov.ph  
 Website: www.depedquezon.com.ph



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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.

Submission of quotation and eligibility documents is on or before 10:00 a.m. of February 06, 2023 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

Mr. Herbert D. Perez  
BAC Chairman  
Bids and Awards Committee  
DepEd, Division of Quezon  
Talipan, Pagbilao, Quezon

For inquiries, you may contact us at tel. nos. 042-784-0366 look for Floricel R. Lagos

Very truly yours,

  
**HERBERT D. PEREZ**  
BAC Chairman

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**Annex "A"**

**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:

<b>Project Description</b>	<b>Item No.</b>	<b>Item Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Total Cost</b>
<b>Orientation - Workshop For SDO Personnel On Establishing And Managing Gender-Responsive Division M&amp;E System As Per DepEd Order No. 029,s.2022</b>	1	Date: <b>February 15-16,2023</b> <b>Food / Venue and Accommodation</b> (AM/ PM Snack /Breakfast/ Lunch/ Dinner)	30pax		
		Date: <b>February 17,2023</b> <b>Food and Venue</b> (AM/ PM Snack /Breakfast/ Lunch/ Dinner)	30pax		

TOTAL AMOUNT IN WORDS

\_\_\_\_\_

\_\_\_\_\_

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

DEPEDQUEZON-TM-SDS-04-025-003



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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
- Income/Business Tax Return (for ABCs above 500k)

**2. Technical Documents**

- Notarized Omnibus Sworn Statement
- Authority of the Signatory

**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.*

## 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"

<b>TECHNICAL SPECIFICATIONS:</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>I. Availability of the Function Room/s (to be confirmed within three days before the event)*</b>			
1. 15-17 February 2023* (3 days for 30 participants)*			
<b>II. Location*</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
1. <b>Within LUCENA CITY or NEARBY TOWN</b>			
2. Free Parking Space reserved within or near the venue*			
3. With access to main roads and national highways*			
<b>III. Neighborhood data*</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
1. Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority			
2. Proximity to Police and Fire Stations			
3. Proximity to banks, postal, and telecommunications service provider			
<b>IV. Venue*</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
<b>1. Structural Condition:</b> The foundation is made of concrete and structural steel materials or combination of both.*			
<b>2. Functionality of the Function Room:</b>			
<b>Day 1-3 (February 15-17, 2023)</b>			
a. Availability of one (1) Function Room* with an area that can accommodate 30 participants from 7:00 A.M. up to 6:00 P.M.;			
b. Classroom setup for Function Rooms that can accommodate an average of 30 participants (with center aisle)*;			
c. Pillars, if any, should not obstruct the view of the participants towards the stage and projector screen/s*; and			
d. Amenities that include the following*:			
i. Secretariat's Table*;			

	YES	NO	REMARKS
ii. At least three (2) microphone units* (preferably wireless);			
iii. Projector screen and table for LCD projector*;			
iv. Podium;			
v. Philippine Flag and pole*;			
vi. Whiteboard and/or flipchart, and markers*;			
vii. Free and steady Wi-Fi connection in the Function Rooms*; and			
viii. Waived electricity charges for use of laptops and projectors*;			
ix. The Function Rooms should be able to accommodate 30 participants from 7:00A.M. up to 6:00 P.M			
<b>3. Facilities:</b>			
a. Continuous water supply and accessible comfort rooms*;			
b. Provision for toiletries*;			
c. Compliance with the standards provided by the Building Code of the Philippines*;			
d. At least one (1) operational elevator (available 24/7), if applicable*;			
e. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*; and			
f. Available telephone and/or internet connection within the premises of the building*.			
<b>4. Other Requirements:</b>			
a. Provision of janitorial and maintenance services*;			
b. Ambience promotes learning*; and			
c. Adequate security service (24/7)*.			
<b>V. Catering Services*</b>	<b>YES</b>	<b>NO</b>	<b>REMARKS</b>
1. Location must be inside the Function Room/s and/or outside but near the Function Room/s*			
2. Meals for the participants*:			
a. Day 1 to 3:			
i. One (1) Buffet Breakfast for 30 participants *;			
ii One (1) AM Snack for 30 participants *;			

iii. One (1) Buffet Lunch for 30 participants *;			
iv. One (1) PM Snack for 30 participants *; and			
v. One (1) Dinner for 30 participants			
3. Meals should be composed of the following*:			
a. Buffet Breakfast/Lunch/ Dinner:			
i. Salad or Soup*;			
ii. Main Course consisting of at least two (2) variants of meat or at least one (1) variant of meat and one (1) variant of fish and one (1) variant of vegetables*;			
iii. Rice*;			
iv. Dessert*; and			
v. Provision of free freely-flowing brewed coffee and/or tea (no additional charge)*.			
b. Drinks:			
i. At least one (1) round of iced tea or juice for every meal and every snack*; and			
ii. Provision of free freely-flowing brewed coffee and/or tea (no additional charge)*.			
<b>VI. Accommodations for 30 participants on February 15-16,2023.</b>			
<b>VII. Client's satisfactory rating based on online hotel reviews or GPPB-TSO General Evaluation Rating Result for the past year, if applicable.</b>			
<b>*Mandatory Requirements_ Observance of Safety Health Protocols</b>			
<b>**** nothing follows ****</b>			

I hereby certify to comply with all the above technical specifications.

\_\_\_\_\_

Name of Bidder Signature Over Printed Name of Representative Date

## FINANCIAL OFFER:

### **Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.*

### **Payment Details:**

*Banking Institution:* \_\_\_\_\_

*Account Number:* \_\_\_\_\_

*Account Name :* \_\_\_\_\_

*Branch:* \_\_\_\_\_

*Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price. The final number of participants shall be confirmed at least five (5) days prior to the scheduled function date, which shall be the basis for the contract price. (See Terms and Conditions)*



<p><b>ITEM:</b>  <i>Lease of Venue, Food and Accommodation for</i>  <b>Orientation -Workshop For SDO</b>  <b>Personnel On Establishing And</b>  <b>Managing Gender- Responsive Division</b>  <b>M&amp;E System As Per DepEd Order No.</b>  <b>029,s.2022</b></p>	<p><b>APPROVED BUDGET FOR THE</b>  <b>CONTRACT (ABC):</b>  <i>One Hundred Fifty Six Thousand Two Hundred</i>  <i>Pesos Only (PhP156,000.00)</i></p>
<b>PROPOSED BID</b>	
<p>Name of Function Room/s:</p>	<p>_____</p> <p><i>(Please indicate PhP 0.00 if it is free of charge)</i></p>
<p>Total AM Snacks for 3 days for 30 pax</p>	<p>_____</p>
<p>Total PM Snacks for 3 days for 30 pax</p>	<p>_____</p>
<p>Total Buffet Breakfast for 3 days for 30 pax</p>	<p>_____</p>
<p>Total Buffet Lunch for 3 days for 30 pax</p>	<p>_____</p>
<p>Total Buffet Dinner for 3 days for 30 pax</p>	<p>_____</p>
<p>Accommodation for 30 pax for two days  (February 15-16,2023)</p>	<p>_____</p>
<p><b>Total Offered Quotation</b></p>	<p>_____</p>

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Office Telephone No. / Mobile Telephone No.

\_\_\_\_\_  
Email address/es

## TERMS AND CONDITIONS

1. Any modifications in the room arrangements during contract implementation must be approved by the GPPB-TSO. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, **less** (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; **provided**, that the resulting total cost of room arrangements shall not exceed the total offered quotation for the same as contained in this RFQ.
2. Bidders shall provide correct and accurate information required in this form.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date 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. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.
9. The GPPB-TSO shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Bids and Awards Committee (BAC) 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.
11. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
12. The charge for the additional persons shall be contained in an Amendment to Contract.
13. The Department of Education-Division of Quezon shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
14. The DepED-Division of Quezon shall prefer send bill arrangements for payment. In lieu of send bill arrangement, full payment of the total Contract Price shall be made within 30 calendar days after the event. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified Landbank account number.
15. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepED-Division of Quezon shall rescind 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.