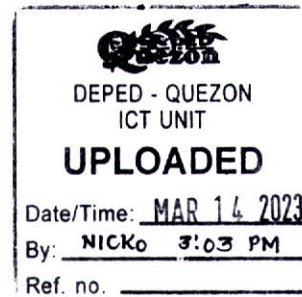




Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. **2023-020-RFQS**
Date :March 14, 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 **“CONDUCT OF ATHLETIC MEET 2023”** in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project : **CONDUCT OF ATHLETIC MEET 2023**

Approved Budget for the : One Hundred Seventy Four Thousand and 00/100 Pesos
Only **(P117,600.00)**

Specifications : See attached Annex “B” for the Technical Specifications

Location : Talipan, Pagbilao, Quezon

Delivery Term : Within One (1) calendar day 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.

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



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Email Address: quezon@deped.gov.ph
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Submission of quotation and eligibility documents is on or before 10:00 a.m. of March 16, 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:

Project Description	Item No.	Item Description	Quantity	Unit Cost	Total Cost
CONDUCT OF ATHLETIC MEET 2023	1	Date: March 18, 2023 Food and Venue (Breakfast / AM Snack / PM Snack / Breakfast / Lunch)	147pax		

TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder

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Annex "B"

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".

Description	Technical Specifications	Statement of Compliance
CONDUCT OF ATHLETIC MEET 2023	March 18,2023: Food and Venue	
	<p>I. Availability of the Function Room/s (to be confirmed within the day before the event)*</p> <p>1. 18 March 2023* (1 day for 147 participants)</p> <p>II. Location*</p> <p>1. Within LUCENA CITY</p> <p>2. Free Parking Space reserved within or near the venue*</p> <p>3. With access to main roads and national highways*</p> <p>III. Neighborhood data*</p> <p>1. Proper waste management system* such as regular garbage collection and with Sanitary Permit from appropriate authority</p> <p>2. Proximity to Police and Fire Stations</p> <p>3. Proximity to banks, postal, and telecommunications service provider</p> <p>IV. Venue*</p> <p>1. Structural Condition: The foundation is made of concrete and structural steel materials or combination of both.*</p> <p>2. Functionality of the Function Room:</p> <p>Day 1 (March 18,2023)</p> <p>a. Availability of one (1) Function Room * with an area that can accommodate for 147 participants on March 18 from 7:00 A.M. up to 6:00 P.M.;</p> <p>b. Classroom setup for Function Rooms that can accommodate an average for 181 participants (with center aisle)*;</p>	

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- 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*;
 - ii. At least three (3) 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 for 147 participants on March 18, 2023 from 7:00A.M. up to 6:00 P.M

3. Facilities:

- 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*;
- f. Available telephone and/or internet connection within the premises of the building*.

4. Other Requirements:

- a. Provision of janitorial and maintenance services*;
- b. Ambience promotes learning*; and
- c. Adequate security service (24/7)*.

V. Catering Services*

1. Location must be inside the Function Room/s and/or outside but near the Function Room/s*
2. Meals for the participants*:

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	<p>b. Day 1 :</p> <ul style="list-style-type: none">i One (1) Breakfast for for 147 participants on March 18,2023*;ii. One (1) AM Snack for for 147 participants on March 18,2023*;iii. One (1) Buffet Lunch for for 147 participants on March 18,2023*;iv. One (1) PM Snack for for 147 participants on March 18,2023*; and <p>3. Meals should be composed of the following*:</p> <p>a. Buffet Lunch:</p> <ul style="list-style-type: none">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*; andv. Provision of free freely-flowing brewed coffee and/or tea (no additional charge)*. <p>b. Drinks:</p> <ul style="list-style-type: none">i. At least one (1) round of iced tea or juice for every meal and every snack*; andii. Provision of free freely-flowing brewed coffee and/or tea (no additional charge)*. <p>VI. Client's satisfactory rating based on online hotel reviews or GPPB-TSO General Evaluation Rating Result for the past year, if applicable.</p> <p>*Mandatory Requirements_ Observance of Safety Health Protocols</p> <p>**** nothing follows ****</p>	
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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

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.*

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CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class "A" Documents

(1) Legal Documents

- PhilGEPS Registration
- Mayor's/Business Permit

Note: For individuals, only the BIR Certificate of Registration shall be submitted in lieu of Mayor's Permit.

- Income/ Business Tax Return (for ABCs above P500k)

Note: PhilGEPS Platinum Certificate of Registration may be submitted in lieu of the Mayor's Permit and PhilGEPS Registration Number.

(2) Technical Documents

- 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.