



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V (BIKOL)  
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

BIDS AND AWARDS COMMITTEE

Request for Quotation for Lease of Venue with Food

Purchase Request No. : **2025-386**

Date: **December 5, 2025**

To: **All Eligible Suppliers**

Please quote your lowest price on the items below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

12-12-25

**MARY JEAN S. ROMERO**  
BAC Chairman

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

.....  
**TERMS & CONDITIONS**

**A. Submission of Requirements**

- All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at BAC Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
- Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
  - Philgeps Registration
  - DTI/SEC Registration
  - Mayor's Permit/Business Permit
  - Tax Clearance Certificate
  - PCAB License *(for Infrastructure Projects)*

**B. Evaluation of Quotations**

- Quotation shall be compared and evaluated based on the following criteria:
  - Completeness of Submission
  - Compliance with Technical Specifications
  - Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the 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.

**C. Award**

- The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
- Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
- Once Purchase Order is awarded, the photocopy of bank account number of the Supplier's Company must be submitted *(preferably Land Bank, if available)*

**D. Delivery**

- Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- Deliverables shall be delivered to the SDO Catanduanes or wherever the Project Site is defined, cost to the account of supplier. Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site.
- Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
  - Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
  - Original and 4 copies of Delivery receipts
  - Original Statement of Accounts
  - Approved Purchase Order
  - Warranty Certificate



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**E. Instructions**

1. Supplier shall be responsible for the source(s) of its Goods/Equipment and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be a ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
3. Supplier who accepted a Purchase Order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 12009 and it's IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise taxes and revenue charges shall be paid by the Supplier.
6. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
7. All pages of the Request for Quotation shall be initialed by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

**F. Inspection**

To confirm their conformity to the technical specifications all deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user. And, all costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

**G. Liquidated Damages**

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of the delivery of the purchased goods. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract, without prejudice to other courses of action and remedies open to it.

**H. Warranty**

Warranty shall be for the period of six (6) months for supplies and materials and one year in case of equipment, reckoned from date of acceptance of the goods at project site.

**I. Payment**

One hundred percent (100%) of the contract price shall be paid to the Supplier after acceptance of the goods at project site and submission of the required supporting documents provided under letter *D. Delivery*.

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The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by DepEd SDO Catanduanes BAC.

*Lease of Venue with Food for the*  
**Harvest of Achievements, Celebration of Blessings: DepEd MANCOM and Christmas Fellowship**

**TECHNICAL SPECIFICATIONS FOR VENUE:**

	RATING FACTORS	YES	NO	RATING
<b>I. Availability</b>				
	• December 19, 2025			
				100
<b>II. Location and Site Condition</b>				
	<b>1. Accessibility</b> <i>Within Virac area and with access to main roads and national highways Must comply with accessibility standards for participants with disabilities including ramps and accessible restrooms</i>			
	<b>2. Parking space.</b> <i>With free parking space within the venue, available for at least 5 cars for TWG, guests, and other DepEd officials</i>			
				100
<b>III. Neighborhood Data</b>				
	<b>1. Sanitation and health condition</b> <i>Proper waste management system such as regular garbage collection and sanitary permit from appropriate authority</i>			
	<b>2. Police and fire station</b> <i>Proximity to police and fire stations</i>			
	<b>3. Restaurant</b>			

	RATING FACTORS	YES	NO	RATING
	Proximity to restaurants or food stores			
4.	<b>Banking and Postal</b> Proximity to banks, postal and telecommunications service provider			
				100
IV.	<b>Venue</b>			
	<b>a. Structural condition</b> The foundation is made of concrete and structural steel materials or a combination of both			
	<b>b. Functionality</b>			
	<b>a. Conference Rooms</b> Amenities include: 1. 1 skirted executive/presidential table at the front, near the stage to be occupied by the 5 heads of SDO 2. At least (2) microphone units, preferably wireless with stand and a sound system 3. 2 Projectors, 2 Projector screens/2 LED TV, HDMI cables 4. 1 Podium 5. Philippine Flag and Pole 6. Free and stable Wi-Fi connection, with 50-100mbps dedicated connection 7. Waived electricity charges for use of laptops and projectors 8. Extension wires securely arranged to avoid tripping hazards 9. Separate tables for registration, secretariat and Program Management Team 10. Complementary tarpaulin design to be provided by Program Owner 11. Can accommodate 200pax; 1 table for every 6-7 participants seated			
	<b>b. Room arrangement (e.g., single, double, etc.)</b>	N/A	N/A	
	<b>c. Light, ventilation, and air conditioning</b> Uninterrupted power supply, fully air-conditioned			
	<b>d. Space requirements</b> Can accommodate for the pax with enough space for 200pax			
	<b>c. Facilities</b>			
	<b>a. Water supply and toilet</b> With continuous water supply and accessible clean comfort rooms			
	<b>b. Lighting system</b> Uninterrupted electrical supply			
	<b>c. Fire escapes</b> With free escapes, structure in compliance with standards provided by the Building Code of the Philippines			
	<b>d. Firefighting equipment</b> With accessible emergency exit and alarm and with standby fire extinguishers			
	<b>e. Internet and Telecommunications</b> With unlimited access to Internet/Wi-Fi 50-1000mbps			
	<b>f. Audio visual equipment</b> Audible/Operational Sound System with Standby Operator			
	<b>g. Water supply and toilet</b> With continuous water supply and accessible clean comfort rooms			
	<b>d. Other requirements</b>			
	<b>a. Maintenance</b> 1. Maintained cleanliness/disinfection of hall/restrooms 2. Free flowing brewed coffee/tea/creamer/sugar with cover 3. Dining area for program management team 4. At least 10 qualified waiters, courteous, observed proper hygiene, appropriate uniform, and shall provide hair net and gloves to assist in the distribution of food to the participants			
	<b>b. Attractiveness</b> With ambiance that promotes learning			
	<b>c. Security</b> 1. With 24hours security service 2. Front desk and housekeeping services, available medical team (In-house nurse/First aider) throughout the activity with basic medicines			

RATING FACTORS		YES	NO	RATING
e. Catering Services				
<b>TECHNICAL SPECIFICATIONS FOR FOOD:</b>				
1	Menu December 19, 2025 @315pax			
	<b>AM Snack</b>			
	Spaghetti Bolognese, Banana Bread, Iced Tea			
	<b>Lunch</b>			
	Steamed rice, Beef steak, Chicken cordon bleu with cheese sauce, Stir fry eggplant, buko salad, Juice in can.			
	<b>PM Snack</b>			
	Pancit guisado with hamburger, mango juice			
	<b>Other Terms and conditions for the supplier:</b>			
	1. For less than 250 pax: include a buffer for 5 additional participants, For less than 500 pax: include a buffer for 10 additional participants.			
	2. Food Provision must accommodate participants with dietary restrictions and allergies			
f. Client's satisfactory rating				
				100
I.	Availability			X (.5) =
II.	Location and Site Condition			X (.1) =
III.	Neighborhood Data			X (.05) =
IV.	Venue			X (.35) =
<b>FACTOR VALUE</b>				

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

<u>Lease of Venue with Food/Meals</u>	
Approved Budget for the Contract	Offered Quotation
<b>Four Hundred Twenty-Three Thousand Two Hundred Eighty Pesos Only (PhP 423,280.00)</b>	In Words: _____ _____ In Figures: _____ _____
<i>Note: Please attach the breakdown of the offered proposal inclusive of VAT which will be the basis for the computation of unit prices</i>	

*Note: Any interlineations, alteration/ erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.*

**Supplier's Company Name:** \_\_\_\_\_

**Philgeps Registration Number:** \_\_\_\_\_ **TIN** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone/Cellphone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Supplier or Authorized Representative:** \_\_\_\_\_

**Signature over Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: A Special Power of Attorney is required for the Authorized Representative*

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