



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

**REQUEST FOR QUOTATION**

**The Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee, intends to invite eligible bidder for the **"LEASE OF REAL PROPERTY AND VENUE"** for **Project No. 25-02-013: Lease of Real Property and Venue, Catering Services and Accommodation for the One DepEd, One QMS: Various Training-Workshops for Schools Division Offices** for CY 2025 in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Forty One Thousand Pesos Only (P141,000.00)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than February 17, 2025, 1:30 PM** at the DepEd Schools Division Office-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your **2025 Business/Mayor's Permit, Tax Clearance and PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

For any clarification, you may contact us at telephone no. **(082)-553-8396**, or email address at [bac.digoscity@deped.gov.ph](mailto:bac.digoscity@deped.gov.ph).

**MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.**

*BAC Chairperson*

For and in the absence of the Chairperson:

**CLARENCE S. PILLERIN**

*BAC Vice-Chairperson*

Name of Company : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Contact Number : \_\_\_\_\_  
 Name of Store/Shop : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 TIN : \_\_\_\_\_  
 PhilGEPS Registration Number : \_\_\_\_\_  
 RFQ Number : **25-02-013**

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.
- (5) Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.

**Sir/Madam:**

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:


**TECHNICAL SPECIFICATION**

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.

Item	Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
<b>Lot 1</b>		<b><i>Lease of Real Property and Venue, Catering Services and Accommodation for the:</i></b>			
		<b>One DepEd, One QMS: Various Training-Workshops for Schools Division Offices on February 20-21, March 20-23, April 24-25, May 22-23, and July 21-25, 2025</b>			
		<b>Number of heads per day: (2 days per session. Final dates will be communicated)</b>			
	head	<b>February 20-21, 2025</b>	<b>10</b>		
	head	<b>March 20-23, 2025</b>	<b>6</b>		
	head	<b>April 24-25, 2025</b>	<b>10</b>		
	head	<b>May 22-23, 2025</b>	<b>11</b>		
	head	<b>July 21-25, 2025</b>	<b>10</b>		
		<b>Meal specifications: (Day 1)</b>			
		<b>AM Snacks:</b> Cheese muffins & fruit juice			
		<b>Lunch:</b> Rice, chopsuey (chicken), beef with ampalaya, lumpiang togue, egg soup, fresh fruits/salad, and canned juice			
		<b>PM Snacks:</b> Spaghetti and fruit juice			
		<b>Dinner:</b> Rice, chicken adobo, monggo guisado (non-pork), ginataang langka, fruit juice, and fresh fruits			
		<b>Meal specifications: (Day 2)</b>			
		<b>Breakfast:</b> Rice, egg (sunny side-up), chicken tocino, daing na bangus, fresh fruits, and hot choco/coffee			
		<b>AM Snacks:</b> Hotcakes & fruit juice			
		<b>Lunch:</b> Rice, beef caldereta, ginataang labong (bamboo shoot) with jute leaves (saluyot) & squash, chicken stroganoff, fresh fruits/salad, and canned juice			
		<b>PM Snacks:</b> Champorado and fruit juice			
		<b>Venue specifications:</b>			
		1. Provision of LCD projector, wide screen projector and backdrop tarpaulin in the plenary hall/session room.			
		2. Provision of good sound system with at least 3 microphones preferably wireless and extension wires.			
		3. With strong internet connection up to 50 MBPs shared internet.			
		4. Provision of whiteboard with markers and erasers.			
		5. Fluorescent lights (LED) in the function rooms, free use of function rooms from 7:00 AM to 10:00 PM with alcohol for sanitation, assorted candies, chips of peanuts.			
		6. Twin and triple sharing airconditioned room in separate bed (1:1 pax-bed ration and not folding bed), with TV, electric kettle, coffee/tea & bottled water and free toiletries.			
		7. Food to be served must be healthy and nutritious and provide halal food muslim participants and other non-pork eaters.			
		8. Serving 3 meals with 3 viands, rice, soup, dessert and beverage (definitely no softdrinks) and 2 snacks daily for the entire duration of the training workshop activity.			
		9. Availability of medical team during the entire conduct of activity.			
		10. With wide parking space and ensuring safety of the vehicles while on parked.			
		11. Offers free-flowing coffee, milo or tea during the sessions.			
		12. With functional hot and cold-water dispensers in the function rooms to be utilized.			

	13. Environment-friendly hotel.			
	14. Enough open space for the wellness activities to breathe in fresh air and feel the early morning sunlight.			

\*The above quoted prices are inclusive of all costs and applicable taxes

<b>Financial Offer</b>	
<b>Approved Budget for the Contract</b>	
<b>One Hundred Forty One Thousand Pesos Only</b>  <b>₱141,000.00</b>	In words: _____
	In figures: _____

<b>Payment Details:</b>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
<b>Banking Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	
<b>Branch</b>	

<b>SCHEDULE OF REQUIREMENTS</b>	
The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.	
<b>SCHEDULE OF REQUIREMENTS</b>	<b>Delivery Schedule</b>
<b>Delivery of goods/supplies (enumerated under Technical Specifications)</b>	<b>February 20-21, March 20-23, April 24-25, May 22-23, and July 21-25, 2025 (2 days per session. Final dates will be communicated)</b>

<b>TERMS AND CONDITIONS:</b>
<ol style="list-style-type: none"> <li>1. Bidders shall provide correct and accurate information required in this form.</li> <li>2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.</li> <li>3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.</li> <li>4. Quotations exceeding the Approved Budget for the Contract shall be rejected.</li> <li>5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.</li> <li>6. 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.</li> <li>7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.</li> <li>8. The DepED shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.</li> <li>9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED 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.</li> <li>10. <b>Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.</b></li> </ol>

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Office Telephone/Fax/Mobile no.

\_\_\_\_\_  
Position/Designation

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

**Canvassed by:**



\_\_\_\_\_  
Signature over printed name

02/10/25

\_\_\_\_\_  
Date