



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

**BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION**

Date: 30 September 2024  
PR No. 2024-09-0099

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_  
PhilGEPS Registration No. : \_\_\_\_\_

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Negotiated Procurement – under Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2024-09-0099- Lease of Venue for the conduct 2024 KABATANG PARTNERSHIP RECOGNITION RITES YEAR 7 on October 24&25, 2024**, with an Approved Budget for the Contract (ABC) of Two Hundred Thirty-Four Thousand Pesos only (**Php 234,000.00**)

Delivery Period: One (1) calendar day

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ via e-mail at [bac.sdobatangas@deped.gov.ph](mailto:bac.sdobatangas@deped.gov.ph) or in a sealed envelope, and/or courier duly signed by your authorized representative and submitted to the BAC Office, DepEd Division of Batangas **not later than October 4, 2024, at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation: (not applicable for government venues)

1. Valid and Current Mayor's Permit
2. PhilGEPS Registration
3. Valid Tax Clearance
4. Latest Income/Business Tax Return
5. Omnibus Sworn Statement (template attached hereto as Annex "B")

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.** Lastly, please be informed that submission of a copy of **BIR 2303 (aligned with the requirements to the project being procured) and a notarized Omnibus Sworn Statement** shall be required from the winning bidder before issuance of notice of award.

For any clarification, you may contact us via email at [bac.sdobatangas@deped.gov.ph](mailto:bac.sdobatangas@deped.gov.ph)

  
**GREGORIO T. MUECO, CESO VI**  
BAC Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)

Website: [www.depedbatangas.com](http://www.depedbatangas.com)

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**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.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Lease of Venue for the conduct 2024 KABATANG PARTNERSHIP RECOGNITION RITES YEAR 7 on October 24 &amp; 25, 2024 PR No. 2024-09-0099-</b>		
<b>Description/Technical Specifications</b>	<b>Quantity</b>	<b>Statement of Compliance</b>
Food, Venue, Accommodation and Supplies  AM Snacks - pasta, bread and juice Lunch - rice, 2 viands, vegetable, dessert and juice "Inclusions: -Free-flowing brewed coffee -Use of LED Wall-Welcome LED Standee -Centerpieces for individual tables -Food service staff for buffet and dining assistance -Ample parking space-Special rates and discounts on room accommodation -5-hours Use of air conditioned venue -Tarpaulin and Basic backdrop set up for picture taking -flowers and Stage Decorations -Wi-Fi connection for Guest -Basic Lights and Sounds system including wireless microphones and operator -Use of function room podium"	170	
Live In (Technical Committee/TWG & Performers) "Inclusions: - Quadruple/Triple Sharing Room with stable and strong WiFi-connection - PM Snack (Oct 24 Day 0) - Sandwich and Juice - Dinner (Oct 24 Day 0) - Rice, 2 Viands, vegetables, dessert & juice - Breakfast (Oct 25) Rice, 2 Viands, vegetables, dessert & juice"	30	



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**Important Notes: (For Lease of Venue Only)**

1. The passing rate on the reasonableness of rental rates for the Lease of Venue is set at 85%;
2. The Proponent will coordinate the venue if there is a change of event date;
3. Payment will be on Send Bill Arrangement; thus, no down payment will be made;
4. The price quotation shall be inclusive of all costs and applicable taxes;
5. Suppliers shall quote the lowest price on the items/ services listed and submit filled out quotation duly signed by the owner of the company, or its authorized representative supported by a notarized SPA for sole proprietorship or Secretary's Certificate for partnership or corporation;



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**FINANCIAL OFFER**

Please quote your **best offer**. Please do not leave any blank items. Indicate “0” if the item being offered is for free.

<b>Lease of Venue for the conduct of 2024 KABATANG PARTNERSHIP RECOGNITION RITES YEAR 7 on October 24 &amp; 25, 2024</b> <b>PR No. 2024-09-0099-</b> <i>Approved Budget for the Contract in the amount of</i> Two Hundred Thirty-Four Thousand Pesos only (Php 234,000.00)	
<b><i>Your Total Offered Quotation in Words</i></b>	<b><i>In figures</i></b>

**Terms of Payment:**

- Payment shall be made through Land Bank’s LDDAP-ADA/Bank Transfer facility.
- Bank Transfer fee shall be charged against the creditor’s account.

Payment Details:

- Banking Institution:
- Account Number:
- Account Name:
- Branch:

**TERMS AND CONDITIONS:**

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation that complies with the minimum technical specifications and other terms and conditions stated herein.



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City

**Telephone:** (043)722-1840 / 722-1796

**Email Address:** deped.batangas@deped.gov.ph

**Website:** www.depedbatangas.com

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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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DepEd SDO Batangas shall have the right to conduct onsite visits to verify their conformity to the technical specifications.
9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd SDO Batangas 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.
10. The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email address:	