



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

**BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION**

Date : 13 November 2025

PR No.: 2025-11-0177

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 – Small Value Procurement under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No.: 2025-11-0177 Lease of Venue to be used for the conduct of COUNSELLING THROUGH ACTIVE LISTENING: An Approach to Stabilizing the Psychological Wellness on December 4, 2025** with an Approved Budget for the Contract (ABC) of Forty-Nine thousand Two Hundred Pesos only (**Php 49,200.00**).

Delivery Period: One (1) day

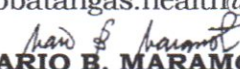
Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ via e-mail at sdobatangas.health@deped.gov.ph or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to BAC Office, DepEd Division of Batangas **not later than 17 November 2025 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 (for ABC of 500k and above)
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 (align with the requirements to the project being procured) and notarized Omnibus Sworn Statement** shall be required from the winning bidder prior to issuance of notice of award.

For any clarification, you may contact us via email at sdobatangas.health@deped.gov.ph


MARIO B. MARAMOT, PhD
SGOD Chief



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

Doc. Ref. Code	SDO-OSDS-F124	Rev	00
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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.



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

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

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

PR No.: 2025-11-0177 Lease of Venue to be used for the conduct of COUNSELLING THROUGH ACTIVE LISTENING: An Approach to Stabilizing the Psychological Wellness on December 4, 2025		
Description/Technical Specifications	Quantity	Statement of Compliance
Inclusions: Breakfast – rice, 2 viands, fruits, and coffee and juice Lunch - rice, 2 viands, vegetables, soup, desserts, and juice PM Snack – sandwich/pasta, juice and coffee For the Conference Hall: Airconditioned and can accommodate 41 participants with available basic sound system, microphone, projector, widescreen, stable and strong WI-FI Connection	41	



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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.

**PR No.: 2025-11-0177 Lease of Venue to be used for the conduct of
COUNSELLING THROUGH ACTIVE LISTENING: An Approach to Stabilizing the
Psychological Wellness on December 4, 2025**

Approved Budget for the Contract (ABC) of
Forty-Nine thousand Two Hundred Pesos only (**Php 49,200.00**).

<i>Your Total Offered Quotation in Words</i>	<i>In figures</i>



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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.
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.



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