BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 28 October 2026
PR No. 2026-10-0105

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 35.9 Lease of Real Property and Venue of the Implementing Rules and Regulations of Republic Act No. 12009 for the project: **PR No. 2026-10-0105 – Lease of Venue to be used for the conduct of 2026 Division Research Convergence on December 14-15, 2026** with an Approved Budget for the Contract (ABC) of Seven Hundred Five Thousand Two Hundred pesos only **(Php 705,200.00)**.

Delivery Period: Two (2) Calendar Days
Location: within Batangas
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 accomplish and submit this RFQ via e-mail at **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 November 3, 2026 at 10:00 AM.**
A copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid and Current Mayor's Permit
2. DTI/SEC Certificate
3. PhilGEPS Registration
4. Valid Tax Clearance
5. Latest Income/Business Tax Return
6. Notarized Omnibus Sworn Statement
7. BIR- 2303

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

RONALDO V. RAMILO, CESO VI
BAC Chairperson

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:

Annex "A"

PR No. 2026-10-0105 – Lease of Venue to be used for the conduct of 2026 Division Research Convergence on December 14-15, 2026					
Unit	***Description/Technical Specifications***	**Quantity**	**Unit Cost**	**Total Cost**	**Statement of Compliance**
pax	Food, Venue & Accommodation (Live-in participants) December 13, 2026 (Day 0)	35			
pax	Food, Venue & Accommodation (Live-in participants) December 14-15, 2026 (Day 1&2)	40			
pax	Food, Venue & Accommodation (Live-out participants) December 14, 2026	294			
pax	Food, Venue & Accommodation (Live-out participants) December 15, 2026	102			
	Inclusion: a. Meals Day 0 - December 13, 2026 - AM Snacks – snacks & juice (35 pax) - Lunch – rice, vegetables, 2 viands, soup, dessert & soft drinks / juice (35 pax) - Afternoon Snacks – snacks and soft drinks or juice (35 pax) - Dinner – rice, vegetables, 2 viands, soup, dessert & soft drinks / juice (35 pax) - Free flowing purified water - Free Flowing coffee/Tea				

	Day 1 - December 14, 2026 - Breakfast – rice, 2 viands, fresh fruits, bread & butter & coffee (334 pax) - AM Snacks - snacks and coffee / juice (334 pax) - Assisted Buffet Lunch – rice, vegetables, 2 viands, soup, dessert & soft drinks / juice (334 pax) - Afternoon Snacks – snacks and soft drinks or juice (334 pax) - Assisted Dinner – rice, vegetables, 2 viands, soup, dessert & soft drinks / juice (40 pax) - Free flowing purified water - Free Flowing coffee/Tea Day 2 – December 15, 2026 - Breakfast – rice, 2 viands, fresh fruits, bread & butter & coffee (142 pax) - AM Snacks - snacks and coffee / juice (142 pax) - Assisted Buffet Lunch – rice, vegetables, 2 viands, soup, dessert & soft drinks / juice (142 pax) - Afternoon Snacks – snacks and soft drinks / juice (142 pax) - Free flowing purified water - Free Flowing coffee/Tea Plenary/Session Hall Inclusion For Plenary Session: - Plenary hall to accommodate 334 participants in Day 1 morning Opening Program - Round table set-up arrangement - Adequate space at the front for a main stage and presidential table - Provision of LED wall and functional basic sound system with at least 4 (four) microphones - with on duty technician/technical support staff - availability of internet connection - Welcome tarpaulin display (5x7") - Photo wall set up For Break-out sessions: Research Utilization and Innovation Showcase - Designated area for display, 1.5 x 2m per sub-office - Provision of white screen and LCD projector or LED TV (at least 55 inches) - Provision of at least 50 chairs and 2 long tables				

	- Provision of tarpaulin, at least 5x7" (center backdrop) - Functional sound system with at least two (2) microphones - with on duty technician/technical support staff Interactive Poster Presentation - Spacious designated area for tarpaulin/poster display - Provision of at least 50 chairs and 2 long tables - Provision of tarpaulin, at least 5x7" (center backdrop) - Functional sound system with at least two (2) microphones - with on duty technician/technical support staff Infographic Video Presentation - Closed conference area that can accommodate at least 50 participants - Long table for panel reactors; theater type set up for participants and audience - Provision of white screen and LCD projector or LED TV (at least 55 inches) - Provision of tarpaulin, at least 5x7" (center backdrop) - Functional sound system with at least two (2) microphones - with on duty technician/technical support staff - availability of internet connection Research Bulletin Presentation - Closed conference area that can accommodate at least 12 participants - Conference set up arrangement - Provision of designated waiting area for presenters - Provision of white screen and LCD projector or LED TV (at least 55 inches) - Provision of tarpaulin, at least 5x7" (center backdrop) - Functional sound system with at least two (2) microphones - with on duty technician/technical support staff - availability of internet connection Oral Presentation - Closed conference area that can accommodate at least 100 participants - Long table for panel reactors; round table/classroom type set up for participants and audience				

	- Provision of white screen and LCD projector or LED TV (at least 55 inches) - Provision of tarpaulin, at least 5x7" (center backdrop) - Functional sound system with at least two (2) microphones - with on duty technician/technical support staff - availability of internet connection Room Accommodations (for live-in participants) - 3-5 sharing for participants, with bottled water and individual personal kit (bath towel, Toothpaste, shampoo, bath soap) for the entire duration of the event Other requirements - Welcome tarpaulin (at least 3x5") on the entrance gate - Sufficient parking space for participants				
Total Cost:					

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. 2026-10-0105 – Lease of Venue to be used for the conduct of 2026 Division Research Convergence on December 14-15, 2026 *Approved Budget for the Contract in the amount of* Seven Hundred Five Thousand Two Hundred pesos only (Php 705,200.00).	
Your Total Offered Quotation in Words	***In figures***

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.

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

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.