



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

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR QUOTATION**

Date : 01 March 2024

PR No.: 2024-01-0003

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
TIN : \_\_\_\_\_

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Negotiated Procurement – Lease of Venue under Section 53.10 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **Lease of Venue for the conduct of Division Training- Workshop on the Development of Public Service Continuity Plan for 35 pax on April 2-5, 2024** with an Approved Budget for the Contract (ABC) of Two Hundred Eighty Thousand Pesos only (**Php 280,000.00**).

Delivery Period: Four (4) calendar days

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 submitted to BAC Office, DepEd Division of Batangas **not later than March 5, 2024 at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation: **(if necessary 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 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

**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"

<b>Lease of Venue for the conduct of Division Training- Workshop on the Development of Public Service Continuity Plan on April 2-5, 2024</b> <b>PR No. 2024-01-0003</b>	
<i>Important Note: State "Comply" in the column "Statement of Compliance" .</i>	
<b>Description/Technical Specifications</b>	<b>Statement of Compliance</b>
<b>Lease of Venue</b> Inclusions: Food, Venue & Accommodation	
<b>Day 1</b> A.M. Snacks – pasta, bread, and juice Lunch- rice, 2 viands, vegetables, dessert & juice P.M. Snacks – pasta, bread & juice Dinner - rice, 2 viands, vegetables, dessert & juice	
<b>Day 2</b> Breakfast – rice, 2 viands, vegetables, dessert, and coffee or chocolate drink A.M. Snacks – pasta and juice Lunch- rice, 2 viands, vegetables, dessert & juice P.M. Snacks – sandwich & juice Dinner - rice, 2 viands, vegetables, dessert & juice	
<b>Day 3</b> Breakfast – rice, 2 viands, vegetables, dessert, and coffee or chocolate drink A.M. Snacks – pasta and juice Lunch- rice, 2 viands, vegetables, dessert & juice P.M. Snacks – sandwich & juice Dinner - rice, 2 viands, vegetables, dessert & juice	
<b>Day 4</b> Breakfast – rice, 2 viands, vegetables, dessert, and coffee or tea A.M. Snacks – pasta and juice Lunch- rice, 2 viands, vegetables, dessert & juice P.M. Snacks – sandwich & juice	

**Other Requirements:**

**For the Conference Hall**

- Basic sound system
- Microphone
- Projector
- Widescreen
- stable and strong Wi-Fi connection
- tarpaulin
- airconditioned
- overflowing coffee and water

**For the accommodation**

- Quadruple/Triple Sharing Room
- stable and strong Wi-Fi connection

**Important Notes:**

1. The Proponent will coordinate the venue if there is a change of event date;
2. Payment will be on Send Bill Arrangement, thus, no down payment will be made;
3. The price quotation shall be inclusive of all costs and applicable taxes;
4. 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;

**FINANCIAL OFFER**

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

<p><b>Lease of Venue for the conduct of Division Training- Workshop on the Development of Public Service Continuity Plan on April 2-5, 2024</b> <b>PR No. 2024-01-0003</b></p> <p><i>Approved Budget for the Contract in the amount of</i> <b>Two Hundred Eighty Thousand Pesos (P280,000.00)</b></p>	
<p><b>Your Total Offered Quotation in Words</b></p>	<p><b>In figures</b></p>

**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 contract amount, 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 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:	