



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF ALBAY

REQUEST FOR QUOTATION

Date: May 9, 2023
RFQ No.: 05-09-23-LOV19

Name of Hotel/Venue:

Address:

Name of Company:

Address:

Business Permit No.:

Tin:

PhilGEPS Registration No.:

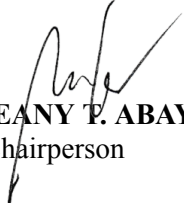
The Department of Education, Schools Division Office Albay (DepED, SDO-Albay), through its Bids and Awards Committee, intends to **lease a venue, including meals and accommodation**, for the **Conduct of Gender and Development Wellness Camp** to be conducted on **May 18-20, 2023**.

The Lease of Venue and Accommodation shall be undertaken in accordance with ANNEX "H" - CONSOLIDATED GUIDELINES FOR THE ALTERNATIVE METHODS OF PROCUREMENT of the 2016 Revised Implementing Rules and Regulations of RA 9184. As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your authorized Representative **not later than May 15, 2023** for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this Request for Quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

1. Business/Mayor's Permit
2. Electronically Filed Income/Business Tax Returns (Filed through the BIR Electronic Filing and Payment System (eFPS), or, Annual Income Business Tax Return, and,
3. PhilGEPS Certificate of Registration.

Duly signed open quotations may be submitted manually or electronically at the address indicated below:

Office of the BAC Secretariat, Department of Education, Schools Division Office Albay, Bogtong, Legazpi City or at email address, bac.depedalbay@deped.gov.ph


MA. JEANY T. ABAYON, Ed.D
BAC Chairperson



Ligñon Hill, Bogtong, Legazpi City
(052)7425380 / (052)7425381
albay@deped.gov.ph



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF ALBAY

INSTRUCTIONS:

1. Accomplish this RFQ correctly & accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisk (*) 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 carefully read and accepted the Terms and Conditions, I/WE submit my/our quotation/s for the item/s as follows:

Legend:

*MANDATORY REQUIREMENTS. Failure to comply with any of the mandatory requirements will disqualify your quotation.

Procurement Project			Approved Budget for the Contract (ABC)
Conduct of Gender and Development Wellness Camp			PhpP 360,000.00
Technical Specifications			
Item Description	Compliance		Remarks
	Yes	No	
I. Availability			
a. May 18-20, 2023			
II. Venue Requirements			
1. With excellent internet connectivity 2. Well-lighted air-conditioned hall which can accommodate the required pax 3. With enough tables and chairs for the required pax (well-arranged to maintain social distancing) 4. Stage with tarpaulin backdrop 5. Podium for the speaker 6. Sound system, with 3 or more functional microphones 7. One (1) LCD Projector with two (2) Screen 8. Secured parking space 9. Stand-by generator set in case of power interruption			



Ligñon Hill, Bogtong, Legazpi City
(052)7425380 / (052)7425381
albay@deped.gov.ph



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF ALBAY

10. Readily available first-aid kit and medicines			
III. Billeting Quarters			
1. Secured sleeping quarters for the Training Team and Support Staff 2. There should only be a maximum of four (4) participants per room. One (1) bed per head 3. Sufficient Number of Comfort rooms with enough water supply 4. Fire exit and fire-fighting equipment 5. Stand-by generator set in case of power interruption 6. Readily available first-aid kit and medicines 7. Stand-by Service Vehicle in case of emergencies 8. Accessibility to: Police Station, ATM Machines, Hospitals, Drugstores, Convenient Stores/Mall			
IV. Catering Services			
LEASE of VENUE INCLUDING MEALS and ACCOMMODATION Date: <u>May 18-20, 2023</u> MAY 18, 2023 60pax @ Php2,000.00 = Php120,000.00 MAY 19, 2023 60pax @ Php2,000.00 = Php120,000.00 MAY 20, 2023 60pax @ Php2,000.00 = Php120,000.00 Inclusion: -free internet connectivity -assisted buffet with food station -free use of amenities -with unlimited brewed coffee, juice and purified water (in dispenser)			



Ligñon Hill, Bogtong, Legazpi City
(052)7425380 / (052)7425381
albay@deped.gov.ph



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF ALBAY

-LCD Projector and sound system for the training			
-provision of 1 tarpaulin for the activity			

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation.

Summary of Approved Budget	
Procurement Project	Total ABC
Lease of Venue, including Accommodations and Meals	PhP 360,000.00

Offered Quotation				
Item				
For Meals:	Offered Rate	Maximum Number of Pax	Maximum Number of Meals	Sub Total (axbxc)
	(a)	(b)	(c)	
Meals – Breakfast				
Meals – AM Snacks				
Meals – PM Snacks				
Meals – Lunch				
Meals – Dinner				
For Accommodation: (Please indicate offer-the type of room and whether single or twin sharing)	Offered Rate (a)	Maximum Number of Rooms (b)	Maximum Number of Nights (c)	Sub-total (axbxc)
TOTAL OFFERED QUOTATION				

Signature over Printed Name

Position/Designation



Ligñon Hill, Bogtong, Legazpi City
(052)7425380 / (052)7425381
albay@deped.gov.ph



Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF ALBAY

Mobile Number

Email address

Terms and Conditions

1. Any modification in the room arrangements during contract implementation must be approved by the Department Education Schools Division Office of Albay.
2. Bidders shall provide correct and accurate information required in this form.
3. Price quotation must be valid for a period of thirty (30) days from the date of the submission.
4. Price quotation must be denominated in Philippine Peso and shall include all duties, taxes and/or levies payables.
5. Quotations exceeding the approved budget for the contract shall be automatically rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative/s.
8. The item/s shall be delivered on **May 18-20, 2023**.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charged for the additional person shall be contained in an Amendment to Contract.
11. The Department of Education, Schools Division Office of Albay shall have the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
12. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Department of Education, Schools Division Office of Albay 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.



Ligñon Hill, Bogtong, Legazpi City
(052)7425380 / (052)7425381
albay@deped.gov.ph