



Republic of the Philippines
Department of Education
Events Assistance and Services Unit

EASU PROCUREMENT COMMITTEE

REQUEST FOR QUOTATION
FOR SUPPLY AND DELIVERY OF CATERING SERVICES

The Events Assistance and Services Unit (EASU), Administrative Service, Department of Education Central Office, through its Procurement Committee, as duly authorized to conduct Negotiated Procurement - Small Value Procurement for Catering Services as provided for in the relevant provisions of R.A. 9184, invites qualified Service Providers for the **Procurement of Meals for the Commemoration of the 126th Philippine Independence Day Celebration (National Flag Day Celebration) During Preparation**, with the following details:

End-User	Private Sector Partnership Unit, External Partnership Service, Department of Education Central Office
Office Address	G/F Mabini Bldg., DepEd Complex, MERALCO Avenue, Pasig City
Request for Quotation (RFQ) No.	2024-003(CS)
Project Reference No.	2024-EASU(003)-PT-CS
Date of Posting of RFQ	May 14, 2024
Deadline of Submission (Date and Time)	on or before 12:00 N.N. on May 17, 2024
Approved Budget for the Contract (ABC)	₱60,000.00
Technical Specifications	See Annex "A"
Delivery Period	June 10 and 11, 2024

INSTRUCTIONS ON THE PROPOSAL / QUOTATION

1. All entries in the proposal/quotation must be typewritten or legibly written. The **FINANCIAL PROPOSAL / QUOTATION** is attached as Annex "**B**".
2. Price quotation must be based on the Technical Specifications and should be duly signed by the Service Provider's authorized Representative.
3. Price quotation (Unit Cost) must be inclusive of VAT and other applicable government taxes/charges.

4. The Proposal / Quotation must be accompanied by the documentary requirements (listed below) and must be **submitted personally** on or before the deadline of submission to:

EASU Procurement Team Secretariat
Office of the Director, Administrative Service
GF Alonzo Bldg., DepEd Complex
MERALCO Avenue, Pasig City

5. There shall be no down-payment or advance payment.
6. Price quotation with incomplete documentary requirements shall not be considered for evaluation.

DOCUMENTARY REQUIREMENTS

(To be submitted / attached to the Proposal / Quotation; subject to Post-Qualification checking and validation as to its authenticity and veracity)

1. Proof of PhilGEPS Registration
2. Mayor's/Business permit for the current year
3. Original Copy of Notarized Omnibus Sworn Statement (See Annex "C")
4. Secretary's Certificate (If the Service Provider is under Partnership/Corporation, see Annex "D")
5. Copy of the Technical Specifications (Annex "A"), duly signed per page by the Authorized Representative of the Service Provider.
6. Signed Financial Proposal / Quotation (Annex "B")

For submission of proposal and any inquiry, you may contact:

LESLIE ROSE S. LONTOK
Contact No. 8635-0552 / 0906-363-2070

FOR THE PROCUREMENT COMMITTEE:

ROBERT M. AGUSTIN
Director for Administrative Service
Chairperson, Procurement Committee

**Technical Specifications for Meals
For DepEd Central Office - Initiated Events and Activities**

Requirements	Technical Specifications
I. Activity	Activity Title: Commemoration of the 126th Anniversary of National Flag Day and 126th Philippine Independence Day Celebration (Meals for exhibitors) Date of Activity: June 10 and 11, 2024 No. of Days: 2 days Estimated No of Pax: 50 paxs Min. guaranteed (at least 70 % of estimated Pax): 35 paxs Approve Budget for the Contract: Php 60,000.00
II. Venue Location	Target Venue: Rizal Park, Manila <input checked="" type="checkbox"/> NCR <input type="checkbox"/> REGION I <input type="checkbox"/> REGION II <input type="checkbox"/> REGION III <input type="checkbox"/> REGION IV-A <input type="checkbox"/> REGION IV-B <input type="checkbox"/> CAR <input type="checkbox"/> REGION VII <input type="checkbox"/> REGION V <input type="checkbox"/> REGION VI <input type="checkbox"/> REGION VIII <input type="checkbox"/> REGION IX <input type="checkbox"/> REGION X <input type="checkbox"/> REGION XI <input type="checkbox"/> REGION XII <input type="checkbox"/> CARAGA <input type="checkbox"/> BARMM
III. Accreditation	<input type="checkbox"/> Department of Tourism Accredited <input checked="" type="checkbox"/> PhiGEPS Accredited
IV. Room Accommodation	Check-in date: N/A Time: N/A Check-out date: N/A Time: N/A Type of Accommodation: N/A <input type="checkbox"/> Venue w/ Board & Lodging <input type="checkbox"/> Venue Only Room Arrangement : N/A <input type="checkbox"/> Single <input type="checkbox"/> Twin <input type="checkbox"/> Triple Sharing <input type="checkbox"/> Quadruple No.: _____ No.: _____ No.: _____ No.: _____
V. Standard Bedroom	<input type="checkbox"/> No bed mattresses on the floor. <input type="checkbox"/> Strictly no bed-sharing. <input type="checkbox"/> All rooms shall have its own toilet and bathrooms equipped with showers and basic fittings with cold and hot running water on a 24-hour basis; <input type="checkbox"/> There shall be a functioning air conditioning unit and television set in each room; <input type="checkbox"/> There shall be drinking water and glasses in each bedroom (or near the bedrooms); <input type="checkbox"/> Refrigerators may be in each room, should this not be possible, at least refrigeration services may be made available when requested. <input type="checkbox"/> Lightings and fixtures in all rooms and bathrooms shall be functional. <input type="checkbox"/> Fire exit guidelines and house rules for guests should be prominently displayed in each bedroom.

	<input type="checkbox"/> Porter service shall be made available upon request. <input type="checkbox"/> There shall be left luggage rooms and safe deposit boxes in the establishment. <input type="checkbox"/> Clean, good-quality linen/bankets/towels, etc. shall be supplied upon request. <input type="checkbox"/> With free access to W-Fi in all areas of the venue.												
VI. Standard Function Room Arrangement	<p>Type of Function Room</p> <input type="checkbox"/> Plenary Hall <input type="radio"/> 100 to 200 Pax. <input type="radio"/> 401 to 600 Pax <input type="radio"/> 201 to 400 Pax. <input type="radio"/> More than 600 Pax <input type="checkbox"/> Function Rooms <input type="radio"/> Conference Room (Good for 50 to 100 Pax) <input type="radio"/> Breakout Session Room (Good for 50 pax or less) <p>Function Room Setup</p> <input type="checkbox"/> U-shaped <input type="checkbox"/> Pod/Team; <input type="checkbox"/> Conference <input type="checkbox"/> Hollow square <input type="checkbox"/> Crescent <input type="checkbox"/> Classroom <p>Equipment and Materials</p> <input type="checkbox"/> LCD projector/Projector Screen; <input type="checkbox"/> Sound system <input type="checkbox"/> Free use of White Board with <input type="checkbox"/> Training table and chairs <input type="checkbox"/> Microphones; <input type="checkbox"/> Markers and erasers <input type="checkbox"/> Standby power supply <input type="checkbox"/> Extension Cord; <input type="checkbox"/> Free Water (Station); <input type="checkbox"/> Air-conditioning unit; <input type="checkbox"/> LED Wall; <input type="checkbox"/> Free Notepad and Pencils <input type="checkbox"/> Alcohol Dispenser in each table <input type="checkbox"/> HDMI Splitter <input type="checkbox"/> Free Flowing Coffee (Station); <p>Other Requirements</p> <input type="checkbox"/> No pillars in the middle of hall/ conference room; <input type="checkbox"/> Accessible Comfort Rooms. <input type="checkbox"/> Complimentary Room for storage of equipment and supplies; <input type="checkbox"/> Free, stable W-Fi connection in the working area with the following bandwidth per pax requirement: <input type="checkbox"/> At least 150 mbps for 50 users or less; <input type="checkbox"/> At least 200 mbps for 51 to 100 users ; <input type="checkbox"/> At least 1 gbps for 500 users or more; <input type="checkbox"/> Free Disinfection of function rooms before and after use;												
VII. Dining Service Additional requirements: <ul style="list-style-type: none"> • Packed Meal • With Bottle Water • Provide 20 gallons of water (5 liters) • Water dispenser -- 2 unit 	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">MEALS</th> <th>DATE / DAY:</th> </tr> </thead> <tbody> <tr> <td>BREAKFAST</td> <td>June 10, 2024 Boiled egg/choice of tapa/longganisa/tocino / rice (2 servings)/ bottled water/fruits</td> </tr> <tr> <td>AM SNACKS</td> <td>June 10 and 11, 2024 Empanada chicken / bottled water</td> </tr> <tr> <td>LUNCH</td> <td>June 10 and 11, 2024 Lunch: Chicken/ rice (2 servings) /bottled water/season fruits</td> </tr> <tr> <td>PM SNACKS</td> <td>June 10 and 11, 2024 Sopao Asado/Bottled water</td> </tr> <tr> <td>DINNER</td> <td>June 10 and 11, 2024 Dinner: 3 pcs BBQ Rice (2 servings)/seasoned fruits/bottled water</td> </tr> </tbody> </table>	MEALS	DATE / DAY:	BREAKFAST	June 10, 2024 Boiled egg/choice of tapa/longganisa/tocino / rice (2 servings)/ bottled water/fruits	AM SNACKS	June 10 and 11, 2024 Empanada chicken / bottled water	LUNCH	June 10 and 11, 2024 Lunch: Chicken/ rice (2 servings) /bottled water/season fruits	PM SNACKS	June 10 and 11, 2024 Sopao Asado/Bottled water	DINNER	June 10 and 11, 2024 Dinner: 3 pcs BBQ Rice (2 servings)/seasoned fruits/bottled water
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<p>IX. Safety and Security</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises. <input type="checkbox"/> CCTV system is preferred to be available on public areas/ hallways, entrances and exits; <input type="checkbox"/> The services of a medical nurse or a doctor shall be available when needed; <input type="checkbox"/> The uniformed service staff shall be well trained, experienced, courteous, efficient, and fully vaccinated; <input type="checkbox"/> With provided parking spaces reserved within or near the venue; <input type="checkbox"/> With complimentary stand-by shuttle service in case of Emergency.
<p>X. Other Housekeeping Requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain cleanliness of the following at all times: <ul style="list-style-type: none"> <input type="checkbox"/> Plenary Hall <input type="checkbox"/> Toilet and Bathrooms; <input type="checkbox"/> Function Rooms <input type="checkbox"/> Guest Rooms <input type="checkbox"/> Provision of backdrop for the activity; <input type="checkbox"/> Tarpaulin display at Project Site <i>(Not to exceed 3'x4'; optional for Projects not exceeding five (5) days (COA Circ. 2013-004)</i> <input type="checkbox"/> Stand-by waiters/waitress for any type of buffet (Breakfast, Lunch, Dinner)

DO NOT FORGET TO FILL OUT THIS FORM PROPERLY AND COMPLETELY

FINANCIAL PROPOSAL / QUOTATION

ANNEX "B"

Item No	Description	Unit of Measure	Price Ceiling (Php)	Total Price Offer
1	Procurement of Meals for the Commemoration of the 126 th Philippine Independence Day Celebration (National Flag Day Celebration) During Preparation	50 pax 2 (Days)	60,000.00	
TOTAL ABC			Php 60,000.00	
Total Price Offer (in words)				

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to provide the required services.

We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ.

We understand that payment for the goods/items delivered will be made to the winning service provider after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

Name and Signature of Authorized Representative: _____

Name of the Company:	Company Address:
Contact Number/s:	E-mail Address:

**Omnibus Sworn Statement
(Revised)
[shall be submitted with the Bid]**

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

AFFIDAVIT

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

1. *[Select one, delete the other:]*

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

[If a 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];

2. *[Select one, delete the other:]*

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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 as defined and provided for in the Uniform**

Guidelines on Blacklisting;

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 rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [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

(1) execute a waiver of jurisdiction whereby the _____, hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;

(2) execute a waiver that the _____, shall not seek and obtain writ of injunctions or prohibition or restraining order against the BIR or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to successful bidder, and the carrying out of the awarded contract.

RESOLVED FINALLY THAT, the instant Resolution shall have full force and effect until a contrary Resolution revoking the instant Resolution is passed by the Board of Directors of the Corporation.”

WITNESS the signature of the undersigned as such officer of the said _____, this _____ day of _____.

Corporate Secretary

SUBSCRIBED AND SWORN to before me this _____ day of _____, at _____. Affiant is personally known to me and was 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 exhibited to me her/his _____

Witness my hand and seal this _____ day of _____.

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