



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

EASU PROCUREMENT COMMITTEE

**Request for Quotation (RFQ)**

Reference No.:	<b>2023-EASU(0019)-PT-NPLRPV</b>
End-user Unit:	PROCUREMENT MANAGEMENT SERVICE – PROCUREMENT PLANNING AND MANAGEMENT DIVISION
Due date:	<b>August 24, 2023</b>
If further information is required, please contact:	EASU PROCUREMENT TEAM SECRETARIAT Contact Nos. 8635-0552 / 8638-7343

**“THIS IS TO ADVISE THE MANAGEMENT AND STAFF OF YOUR ESTABLISHMENT THAT THE EVENTS ASSISTANCE AND SERVICES UNIT (EASU), ADMINISTRATIVE SERVICE, DEPED CENTRAL OFFICE, HAS NOT DESIGNATED /ASSIGNED AND WILL NEVER, DESIGNATE/ASSIGN ANY REPRESENTATIVE TO COMMUNICATE WITH HOTEL VENUES AND/OR CATERER FOR THE PURPOSE OF RESERVATION OF THE FACILITIES OF THE ESTABLISHMENT. ONLY THE AUTHORIZED STAFF OF THE EASU SHALL MAKE THE NECESSARY COMMUNICATION WITH THE ESTABLISHMENT AT THE PROPER TIME AS NEEDED.”**

August 21, 2023

**To: All Prospective Service providers**

1. The **Department of Education**, through its **EASU Procurement Team**, requests price quotation for the project, **Procurement of Venue for the CY 2023 Mid-Year Assessment and Planning Workshop of PPMD** particularly described and detailed in the **Project Reference**, here to attached as **Appendix “A”**.
2. Said quotation shall be received on or before **12:00 N.N. on August 24, 2023** by courier or by hand-delivery.

The Service Provider may send an advance copy of its quotation at the email address provided below. However, the hard copy of the quotation should be received by the **EASU Procurement Team Secretariat** on or before **12:00 N.N. on August 24, 2023**. Otherwise, the hard copy of the quotation received after the due date and time shall not be accepted.

**EASU Procurement Team Secretariat**  
Office of the Director - Administrative Service  
Ground Floor, Alonzo Bldg.  
DepEd Complex, Meralco Avenue,  
Pasig City, Philippines  
as.od.easu@deped.gov.ph

3. The successful service provider must be able to meet the following requirements:
  - 3.1. The **Terms and Conditions of Contract** provided as Item V of the Project Reference. The terms and conditions provided under the General Conditions of Contract of Procurement of Goods and Services under the Philippine Bidding Documents as may be applicable, as well as the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. No. 9184 are deemed to be read into this project.
  - 3.2. The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
  - 3.3. The **Technical Specifications** which list the details of the requirements, as indicated in Item VII of the Project Reference.
4. If service provider is a firm, the same is required to submit the eligibility documents prescribed under Section 23 of the Revised IRR of R.A. No. 9184 within three (3) calendar days from receipt of notice as stated in the Terms and Conditions in order to show its legal capacity, and technical and financial capability to undertake the contract. Non-submission of any of the documents shall be a ground for post-disqualification.
5. Service providers are required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract is **PHILIPPINE PESOS: ONE HUNDRED TWENTY THOUSAND and 00/100 (Php 120,000.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the proponent who submitted the single/lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Procurement Committee.
6. Quotation shall be enclosed in a sealed envelope and addressed to the **EASU Procurement Team Secretariat** at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
  - 6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no. 2. If being delivered by hand, the quotations must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the bidder and will not constitute timely delivery. Quotations received after the aforementioned closing time or dead line may be rejected.
  - 6.2. Based on the above-stated provisions, the bidder's quotation sent by email will not be accepted and will be considered as rejected.

7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
9. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non-complying with the RFQ requirements may not be considered.
10. The DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without there by incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.

**FOR THE PROCUREMENT COMMITTEE:**

**DIR. ROBERT M. AGUSTIN**  
Director IV & Chairperson

Received Copy: \_\_\_\_\_

Remarks: \_\_\_\_\_

Service provider's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	e-mail:
Authorized Representative's Signature over Printed Name and Designation:			Date:

**PROJECT REFERENCE**

**I. PROJECT TITLE:**

**Procurement of Venue for the CY 2023 Mid-Year Assessment and Planning Workshop of PPMD**

**II. PROJECT OWNER:**

Department of Education- Procurement Management Service – Procurement Planning and Management Division

**III. OBJECTIVE:**

We deemed it fit to conduct the event in a privately - owned venue where the participants can have uninterrupted time to concentrate and work on each agenda.

**IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS / DOCUMENTS:**

The prospective service provider shall submit the requirements indicated below:

- (i) Mayor’s permit issued by the City or Municipality where the principal place of business is located;
- (ii) PhilGEPS Registration Number;
- (iii) Income Tax Returns (Annual Income Tax Returns of the preceding tax year);and
- (iv) Business Tax Returns (Value Added Tax or Percentage Tax Returns covering the previous six months)

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., together with its quotation, the above requirements and other documents as may be required. Non-submission of any of the documents shall be a ground for post-disqualification.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements are as indicated in the revised Implementing Rules and Regulations of Republic Act No. 9184.

**V. TERMS AND CONDITIONS OF CONTRACT:**

**A. Instructions**

- 1. Service provider shall be responsible for sourcing its Goods/equipment and services, and shall make the deliveries and provide services in accordance with the schedule, and specifications of the award or contract. Failure of the proponent to comply with this

provision shall be ground for cancellation of the award or contract issued to the proponent.

2. Service provider shall pick-up the Contract and Notice to Proceed issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A Fax transmission or electronic mail shall constitute an official notice to the Proponent. Thereafter, if the contract remains unclaimed, the contract shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting Proponent shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. Service provider who accepted a Contract and Notice to Proceed but failed to deliver the required Goods and Services within the time called for in the contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the Service provider.
4. Prospective Service provider's deliverables should be completed on or before the agreed upon target dates, and shall be liable to pay liquidated damages in case of breach or of the unperformed portion for every day of delay.
5. "Both parties" shall not be liable for failure to comply with this arrangement due to force majeure, labor disputes, natural disasters, or other causes beyond the control of the parties.
6. All duties, excise, and other taxes and revenue charges shall be paid by the Service provider.
7. All transactions are subject to applicable withholding taxes per relevant revenue regulations of the Bureau of Internal Revenue (BIR) withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the BIR.

#### **B. Ocular Inspection**

The EASU Secretariat and Technical Working Group (TWG), if necessary, may order the conduct of an ocular inspection prior to award and/or conduct of the event.

#### **C. Delivery and Documents**

The Goods and Services supplied to the delivery site shall conform to and comply with the Standards mentioned in Schedule of Requirements, as indicated in **Annex "A"** and Technical Specifications as indicated in **Annex "B"**.

Upon delivery of the Goods/Equipment/Services to the Delivery Site, the Service provider shall notify DepEd thru EASU Procurement

Team Secretariat and present hereof original and 4 copies of the Service provider's Invoice showing Goods'/ service' description, quantity, unit price, and total amount.

#### **D. Schedule of Payment**

The method and conditions of payment to be made to the Service provider through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the project Site and upon submission of documents under this contract shall be as follows:

##### **Full Payment**

One-time/Full payment subject to government taxes upon receipt of complete documentary requirements from the service provider, **based on the actual number of registered or the minimum guaranteed as specified in Sections VI & VII, Annexes A & B, respectively, hereof.**

**VI. SCHEDULE OF REQUIREMENTS** as indicated in **Annex "A"**.

**VII. TECHNICAL SPECIFICATIONS** as indicated in **Annex "B"**.

#### **VIII. GENERAL INSTRUCTIONS TO SERVICE PROVIDERS**

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods and services. **It is a standard template that Service provider must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of one (1) lot. Prospective Service provider shall submit their quote for one (1) lot. Quotation that exceeds the ABC for the said lot shall be rejected. Quotation that exceeds the unit ceiling price for each item in the lot shall also be rejected.
3. Service provider must fill up the spaces with the required and correct information indicated in the Technical Specifications. They shall likewise indicate the total price of the said lot. Service provider may also attach supporting details or documents.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and /or levies to be paid and other incidental costs to the delivery site/s if the contract is awarded.
5. Award of contract shall be made to the single / lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

The RFQ Form must be duly signed and accomplished, either type written or written in indelible ink. Any correction made to

the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.

6. Service provider shall accomplish, provide correct and accurate information and submit, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "A"**); (ii) Technical Specifications (**Annex "B"**); and (iii) Financial Proposal (**Annex "C"**) otherwise, non-submission of which shall result to automatic disqualification of proposal.
7. Service provider requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson  
**Procurement Committee**  
Department of Education  
Office of the Director - Administrative Service  
Ground Floor, Alonzo Bldg.  
DepEd Complex, Meralco Avenue,  
Pasig City, Philippines  
Look for: Marjorie Ann A. Quinones  
Contact No.: 8635-0552 /0945-139-1893

**IX. FINANCIAL PROPOSAL QUOTATION FORM** as indicated in **Annex "C"**

**Schedule of Requirements**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Procurement of Venue for the CY 2023 1st Interface with the End-User Units</b>				
<b>Item Description</b>	<b>Date of Activity</b>	<b>Estimated no. of pax</b>	<b>No. of Days</b>	<b>Location within the Vicinity of</b>
Procurement of Venue for the CY 2023 Mid-Year Assessment and Planning Workshop of PPMU	September 5 -8, 2023	20 pax	Three (3) days	Bohol

After the award of contract in favor of the less or with the Single or Lowest Calculated and Responsive Quotation, the following documents shall be presented, to wit:

- i. Approved Notice of Award;
- ii. Approved Contract; and
- iii. Approved Notice to Proceed

**A. Price Validity**

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

**B. Evaluation of Quotations**

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1) Completeness of Submission
- 2) Compliance with Technical Specifications and Terms of Reference (TOR)
- 3) Price-Lowest Unit Cost



Statement of Compliance

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I / We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Contract shall be accepted by us at any time before expiration of this period.

The DepEd- EASU Procurement Committee reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without there by incurring any liability to the affected bidder or bidders.

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Name and Signature of Provider's Authorized Representative

Service provider's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	e-mail:
Authorized Representative's Signature over Printed Name and Designation:		Date:	



ANNEX B

Technical Specifications for Venue and Accommodation Facilities  
for DepEd Central Office - Initiated Events and Activities

Requirements	Technical Specifications
I. Activity	<p>Activity Title: <u>Procurement of Venue for the CY 2023 Mid-Year Assessment &amp; Planning Workshop of PPMD.</u></p> <p>Date of Activity: <u>September 5-8, 2023</u></p> <p>No. of Days: <u>3 days</u></p> <p>Estimated No of Pax: <u>20 pax</u></p> <p>Min. Guaranteed (at least 70 % of estimated pax): <u>at least 70% of estimated pax.</u></p> <p>Approve Budget for the Contract: <u>Php 120,000.00</u></p>
II. Venue Location	<p>Target Venue</p> <p><input type="checkbox"/> NCR <input type="checkbox"/> CAR <input type="checkbox"/> REGION I <input type="checkbox"/> REGION II <input type="checkbox"/> REGION III</p> <p><input type="checkbox"/> REGION IV-A <input type="checkbox"/> REGION IV-B <input type="checkbox"/> (MIMAROPA) <input checked="" type="checkbox"/> REGION VII - <u>Johal</u></p> <p><input type="checkbox"/> REGION V <input type="checkbox"/> REGION VI [ ] REGION VIII <input type="checkbox"/> REGION IX</p> <p><input type="checkbox"/> REGION X <input type="checkbox"/> REGION XI <input type="checkbox"/> REGION XII <input type="checkbox"/> CARAGA</p> <p><input type="checkbox"/> BARMM</p>
III. Accreditation	<p><input checked="" type="checkbox"/> Department of Tourism Accredited</p>

	<input type="checkbox"/> PhilGEPS Accredited
<b>IV. Room Accommodation</b>	<p>Check-in date: <u>Sept 15, 2023</u> Time: <u>2:00 pm</u>          Check-out date: <u>Sept 18, 2023</u> Time: <u>12:00 noon</u></p> <p><b>Type of Accommodation</b></p> <p><input checked="" type="checkbox"/> Venue w/ Board &amp; Lodging  <input type="checkbox"/> Venue Only</p> <p><b>Room Arrangement</b></p> <p><input type="checkbox"/> Single <input checked="" type="checkbox"/> Twin <input type="checkbox"/> Triple Sharing <input type="checkbox"/> Quadruple</p> <p>No.: _____ No.: <u>10</u> No.: _____ No.: _____</p>
<b>V. Standard Bedroom</b>	<p><input checked="" type="checkbox"/> No bed mattresses on the floor.</p> <p><input checked="" type="checkbox"/> Strictly no bed-sharing.</p> <p><input checked="" 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;</p> <p><input checked="" type="checkbox"/> There shall be a functioning air conditioning unit and television set in each room;</p> <p><input checked="" type="checkbox"/> There shall be drinking water and glasses in each bedroom (or near the bedrooms);</p> <p><input checked="" type="checkbox"/> Refrigerators may be in each room, should this not be possible, at least refrigeration services may be made available when requested.</p> <p><input checked="" type="checkbox"/> Lightings and fixtures in all rooms and bathrooms shall be functional.</p> <p><input checked="" type="checkbox"/> Fire exit guidelines and house rules for guests should be prominently displayed in each bedroom.</p> <p><input checked="" type="checkbox"/> A reception information counter providing 24-hour service and equipped with a telephone should be available.</p> <p><input checked="" type="checkbox"/> There shall be a hotel lobby, reasonably furnished with seating, the size of which shall be commensurate with the size of the hotel.</p>

	<input checked="" type="checkbox"/> Porter service shall be made available upon request. <input checked="" type="checkbox"/> There shall be a left luggage rooms and safe deposit boxes in the establishment. <input checked="" type="checkbox"/> Clean, good-quality linen/blankets/towels, etc. shall be supplied upon request. <input checked="" type="checkbox"/> With free access to Wi-Fi in all areas of venue.
<b>VI. Standard Function Room Arrangement</b>	<b>Type of Function Room</b> <input type="checkbox"/> Plenary Hall <input type="checkbox"/> 100 to 200 Pax. <input type="checkbox"/> 401 to 600 Pax <input type="checkbox"/> 201 to 400 Pax. <input type="checkbox"/> More than 600 Pax  <b>Function Rooms</b> <input checked="" type="checkbox"/> Conference Room (Good for 50 to 100 Pax) <input checked="" type="checkbox"/> Breakout Session Room (Good for 50pax or less) <b>Function Room Setup</b> <input type="checkbox"/> U-shaped <input type="checkbox"/> Pod/Team; <input type="checkbox"/> Hollow square <input type="checkbox"/> Crescent; <input type="checkbox"/> Conference <input checked="" type="checkbox"/> Classroom <b>Equipment and Materials</b> <input checked="" type="checkbox"/> LCD projector/Projector Screen; <input checked="" type="checkbox"/> Sound system <input checked="" type="checkbox"/> Training table and chairs <input checked="" type="checkbox"/> Microphones; <input type="checkbox"/> Standby power supply <input checked="" type="checkbox"/> Extension Cord; <input checked="" type="checkbox"/> Air-conditioning unit; <input type="checkbox"/> LED Wall; <input type="checkbox"/> Alcohol Dispenser in each table <input type="checkbox"/> HDMI Splitter

	<input checked="" type="checkbox"/> Free use of White Board with markers and erasers <input checked="" type="checkbox"/> Free Notepad and Pencils <input checked="" type="checkbox"/> Free Water (Station); <input checked="" type="checkbox"/> Free Flowing Coffee (Station);  <b>Other Requirements</b>  <input checked="" type="checkbox"/> No pillars in the middle of hall/ conference room; <input checked="" type="checkbox"/> Accessible Comfort Rooms. <input type="checkbox"/> Complimentary Room for storage of equipment and supplies; <input checked="" type="checkbox"/> Free, stable Wi-Fi connection in the working area with the following bandwidth per pax requirement; <input checked="" 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;  Free Disinfection of function rooms before and after use;												
VII. Dining Service	<table border="1" data-bbox="701 1167 1333 1537"> <thead> <tr> <th>MEALS</th> <th>DATE / DAY:</th> </tr> </thead> <tbody> <tr> <td>BREAKFAST</td> <td>Sept. 6-8, 2023 (Wed - Fri)</td> </tr> <tr> <td>AM SNACKS</td> <td>Sept. 6-8 2023 (Wed - Fri)</td> </tr> <tr> <td>LUNCH</td> <td>Sept 6-8 2023 (Wed - Fri)</td> </tr> <tr> <td>PM SNACKS</td> <td>Sept. 5-7, 2023 (Tues- Thurs)</td> </tr> <tr> <td>DINNER</td> <td>Sept. 5-7, 2023 (Tues- Thurs)</td> </tr> </tbody> </table>	MEALS	DATE / DAY:	BREAKFAST	Sept. 6-8, 2023 (Wed - Fri)	AM SNACKS	Sept. 6-8 2023 (Wed - Fri)	LUNCH	Sept 6-8 2023 (Wed - Fri)	PM SNACKS	Sept. 5-7, 2023 (Tues- Thurs)	DINNER	Sept. 5-7, 2023 (Tues- Thurs)
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VIII. Engineering and Maintenance	<input checked="" type="checkbox"/> Maintenance personnel should be made available when requested for all hotel sections; <input checked="" type="checkbox"/> There shall be adequate ventilation in all rooms;												

<b>XI. Photos of Facilities</b>	Submit actual pictures of Accommodation Rooms, Function Rooms, Meeting Rooms, Conference Rooms and Dinning Areas subject of the offered quotations.
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**DO NOT FORGET TO FILL OUT THIS FORM PROPERLY AND COMPLETELY**

ANNEX "C"

Item No.	Description	Unit of Measure	Price Ceiling (Php)	Service provider's Offer (state brand, model, make and specifications)	Total Price
1	Procurement of Venue for the CY 2023 Mid-Year Assessment and Planning Workshop of PPMD	20 pax (3 days)	Php 120,000.00		
<b>TOTAL ABC</b>			<b>Php 120,000.00</b>		
<b>Total Price Offer (in words)</b>			<b>Php 120,000.00</b>	<b>Total Price Offer</b>	

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: