



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
**SCHOOLS DIVISION OF PALAWAN**

**Bids and Awards Committee**

**REQUEST FOR QUOTATION**

Date: April 5, 2023  
Quotation No.: 2023-04-017\_GS

To All Eligible Suppliers:

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the terms and conditions of this RFQ, and submit your quotation duly signed by your representative not later than **April 11, 2023, 9:00 in the morning at Schools Division Office of Palawan Bids and Awards Committee** c/o Arnaldo G. Ventura, BAC Chairman, Gov. Salvador P. Socrates Gov't Center, Bancao Bancao, Puerto Princesa City. For more information, please contact the BAC at (048) 433 6392/0906 638 3083. Prospective supplier shall be responsible to verify the quoted items.

(SGD.) **ARNALDO G. VENTURA**  
OIC- Assistant Schools Division Superintendent  
BAC Chairman

**Project Title: Lease of Venue, Accommodation (Full Board), and the use of facilities and amenities during the Conduct of Training, Seminar-Workshop on Crafting and Development of GAD Plan and Budget and the Utilization of Harmonized Gender and Development Guidelines (HGDG) Tools**

No.	Items and Description	Qty.	Unit	Statement of Compliance (State "Comply" or "Not Comply")	Unit Price	Total Price
	Lease of Venue, Accommodation (Full Board), and the use of facilities and amenities during the Conduct of Training, Seminar-Workshop on Crafting and Development of GAD Plan and Budget and the Utilization of Harmonized Gender and Development Guidelines (HGDG) Tools					
<b>1</b>	<b>Division Gender and Development Focal Point System, Division Program Implementers, Public School District Supervisors, GAD Coordinators</b>	<b>100</b>	<b>pax</b>			
	<i>Description of Services:</i>					
	1. Function rooms that can accommodate the needed participants and with the observance of social distancing with complete equipment to be used for the whole duration of the activity (audio-video resource, 2 projectors, white screen or 50+inch smart TV with laptop connector, strong internet connection with high upload and download rate, extension wires for gadget charging, etc.).					
	2. On-time serving of meals (Breakfast, Lunch, Dinner) and snacks (AM & PM) during the activity.					
	3. Training venue must be within Puerto Princesa City proper.					
	4. Free meals and accommodation of at least two (2) Resource Speakers and three (3) Program Management Team.					
	5. Free disposable face mask everyday for all the participants for the whole duration of the activity.					
	6. Provide hand sanitizer/alcohol inside the function room and for the Entrance/Exit of the hall.					
	7. 2 Projectors with white screen inside the function room for the whole duration of the activity.					

BAC 2023



PEO Road, Barangay Bancao-Bancao, Puerto Princesa City

(048) 433-6392

palawan@deped.gov.ph

www.depedpalawan.com

DepEd Palawan/DepEd Tayo-Palawan

	8. Free use of hotel amenities and facilities for the Speakers, PMT and participants.					
	9. Chairs with tables for the participants and management staff for the whole duration of the activity.					
	10. Standby service vehicle for the guests, participants and management staff in emergency purposes.					
	11. Standby Focal Person who will be monitoring the hotel facilities and services and the functionality of the equipment.					
	12. Submit proposed menu and rooming list of the participants, PMT and speakers during the opening of bids.					
	13. Menu must include 2 main dish, 1 side dish, dessert, slice of fruit and 1 glass of juice drink.					
	14. Daily sanitation of function room and accommodation rooms.					
	15. Standby generator in case of power interruption.					
	16. Free flowing herbal tea, coffee and drinking water for the whole duration of the activity.					
	17. Free tarpaulin with layout for the stage backdrop with 10x13 ft size and another tarpaulin with layout to be placed outside the function room in welcoming the guests and participants with 4x8 ft size					
	18. Accommodation must be single bed per pax, and maximum of three (3) per room.					
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX					
	Approved Budget for the Contract (ABC): <b>₱600,000.00</b>					
Delivery Period: 3 days				Total		

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Supplier's Company Name:				TIN:	
Address:					
Telephone:		Fax No.:		e-mail:	
Supplier's Authorized Representative Signature over Printed Name:				Date:	

## II. Terms and Conditions

### A. Submission of Requirements

- Sealed quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at Schools Division Office of Palawan, Gov. Salvador P. Socrates Gov't Center, Banca-Bancao, Puerto Princesa City.
- Interested Supplier's shall submit the following requirements:
  - Letter of Intent** to participate on the said procurement;
  - Duly signed Request for Quotation.** Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
  - Documentary Requirements of the following:
    - DTI Certificate of Registration**
    - Valid Mayor's Permit**
    - TAX Clearance**

BAC 2023



PEO Road, Barangay Banca-Bancao, Puerto Princesa City

(048) 433-6392

palawan@deped.gov.ph

www.depedpalawan.com

DepEd Palawan/DepEd Tayo-Palawan

- 4. BIR Certification**
- 5. PhilGEPS Registration**
- 6. Omnibus Sworn Statement**

*Bidder's failure to submit such documents upon RFQ opening shall be ground for disqualification.*

#### **B. Award**

The supplier who submitted the lowest calculated and responsive quotation shall be awarded the Purchase Order/Contract after evaluation by the BAC.

#### **C. Delivery of Services**

1. Delivery of Services shall be made on **Scheduled Date** upon receipt of Purchase Order/Contract.
2. Upon delivery of the services, the supplier shall notify the Purchaser and present the following document/s to the Purchaser:

- a. Original and copy of the Supplier's Statement of Account.

#### **D. Evaluation of Quotations**

Quotations shall be compared and evaluated based on the following criteria:

1. Completeness of Submission;
2. Compliance with Technical Specifications; and
3. Price

#### **E. Instructions**

1. Supplier shall be responsible for all the services to be rendered and should be in accordance with the schedule and specifications stipulated in the contract/purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the contract/purchase order issued to the supplier.
2. Supplier shall pick-up the purchase order/contract issued in its favor within three (3) calendar day from date of receipt of notice to the effect. A telephone call or fax transmission shall constitute an official notice to the supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting supplier shall be precluded from proposing or submitting substitute quotation (s) or item (s).
3. Supplier who accepted a purchase order/contract but failed to deliver the required goods/services within the time called for in the purchase order/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 IRR-A against the supplier.
4. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
5. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

#### **F. Payment**

One Hundred percent (100%) of the Contract Price less government tax shall be paid to the supplier after completion/compliance of the services to be delivered. Payment shall be in the form of check and shall be paid addressed to the supplier's Name of Firm.

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. We shall accept the corresponding Award on Purchase Order at any time before expiration of this period.