



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

**Bids and Awards Committee**

**REQUEST FOR QUOTATION**

Date: August 31, 2023  
Quotation No.: 2023-08-061\_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 **September 4, 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 6392/0919 096 4395. Prospective supplier shall be responsible to verify the quoted items.

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

**Project: Lease of Venue with Accommodation (Full Board) and the Use of Hotel Amenities for the Conduct of Capacity Building of Core Trainers on the 21<sup>st</sup> Century Strategy and Methodology for EPP/TLE/TVL Teachers on September 25-28, 2023**

No.	Items and Description	Qty.	Unit	Statement of Compliance (State "Comply" or "Not Comply")	Unit Price	Total Price
	<b>Lease of Venue with Accommodation (Full Board) and the Use of Hotel Amenities for the Conduct of Capacity Building of Core Trainers on the 21<sup>st</sup> Century Strategy and Methodology for EPP/TLE/TVL Teachers on September 25-28, 2023</b>					
<b>1</b>	<b>Selected EPP/TLE/TVL Elementary, JHS and SHS School Heads, Master Teachers and Teachers in the Schools Division of Palawan</b>	<b>30</b>	<b>Pax</b>			
	<i>Description of Services:</i>					
	1. One spacious function room that can accommodate a group of thirty participants with complete audio-video resources, podium, National Flag, strong internet connection with high upload and download rate, extension wires for gadgets charging, and an alcohol dispenser.					
	2. Daily serving of meals (Breakfast, Lunch and Dinner) and snacks (AM/PM). Daily meals must have two main dishes, soup/appetizer, dessert, and drinks. The menu shall be presented during the opening of quotation.					
	3. Accommodation can cater to a maximum of three (3) persons per room with separate beds.					
	4. Free accommodation, meals and snacks for one VIP and three Secretariat during the activity.					
	5. Projector with a white screen inside the function room for the whole duration of the activity.					
	6. Free-flowing coffee, herbal tea, and drinking water 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

	7. Accessible and clean comfort room within the building/hotel.					
	8. Standby focal person who will be monitoring the hotel facilities and services and the functionality of the equipment.					
	9. Daily sanitation of function room and accommodation rooms.					
	10. Standby generator set in case of power interruption.					
	11. Function rooms and accommodation rooms must be within the hotel premises.					
	12. Venue must be within Puerto Princesa City proper					
	13. Free tarpaulin with the layout for the stage backdrop with 8 x 10 ft. size.					
	XX					
	Approved Budget for the Contract (ABC): <b>₱240,000.00</b>					
Delivery Period: 4 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**
    - BIR Certification**
    - PhilGEPS Registration**
    - 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

- Delivery of Services shall be made on **Scheduled Date** upon receipt of Purchase Order/Contract.
- 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.

