



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
**SCHOOLS DIVISION OF LUCENA CITY**

**REQUEST FOR QUOTATION**

**2025-SV-007**

The Department of Education (DepEd) – Schools Division Office of Lucena City (SDO Lucena) through its Bids and Awards Committee (BAC), will undertake a **PROCUREMENT OF TRAINING VENUE, MEALS, AND ACCOMMODATION FOR THE “TRAINING-WORKSHOP FOR INTERNAL QUALITY AUDITORS 2025”** of SDO-Lucena City in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

**Name of Project:** **PROCUREMENT OF TRAINING VENUE, MEALS, AND ACCOMMODATION FOR THE “TRAINING-WORKSHOP FOR INTERNAL QUALITY AUDITORS 2025”**

**Approved Budget for the Contract:** **SEVENTY-EIGHT THOUSAND PESOS only, Philippine Currency (P78,000.00)**

**Specification/s:** See attached Annex “A” Purchase Request for the Technical Specifications

**Location:** Conference Room 2nd Building 2nd Floor, Lucena West I ES Compound, Ilayang Iyam, Lucena City

**Delivery Term:** Within Seven (7) calendar days upon receipt of Notice to Proceed

	Item and Descriptions/Technical Specifications	Quantity and Unit of Measure	Approved Budget for the Contract (ABC) in PhP	Total Price in Pesos
<b>PROCUREMENT OF TRAINING VENUE, MEALS, AND ACCOMMODATION FOR THE “TRAINING-WORKSHOP FOR INTERNAL QUALITY AUDITORS 2025”</b>				
	<b>Day 1-May 13, 2025</b>  <b>Breakfast</b> -Filipino breakfast served with fresh farm egg prepared for liking, garlic fried rice & brewed coffee/milo/tea  <b>AM Snacks</b> -pasta with bread & fresh fruit juice	2 pax         40 pax	         <b>P78,000.00</b>	



Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City  
Contact Nos.: (042) 421-4161/421-4162/421-5137  
Email Address: lucena.city@deped.gov.ph  
Website: depedlucena.com

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**Buffet Lunch**

-soup, rice, two (2)  
main dishes (either  
pork/ chicken/ beef or  
seafood) vegetables,  
and dessert

40 pax

**PM Snacks**

-sandwich & fresh fruit  
juice

40 pax

**Dinner**

- soup, rice, two (2)  
main dishes (either  
pork/ chicken/ beef or  
seafood) vegetables,  
and dessert

2 pax

**Accommodation**

2 pax

**Day 2-May 14, 2025****Breakfast**

-Filipino breakfast  
served with fresh farm  
egg prepared for liking,  
garlic fried rice &  
brewed coffee/milo/tea

2 pax

**AM Snacks**

-pasta with bread &  
fresh fruit juice

40 pax

**Buffet Lunch**

-soup, rice, two (2)  
main dishes (either  
pork/ chicken/ beef or  
seafood) vegetables,  
and dessert

40 pax

**PM Snacks**

-sandwich & fresh fruit  
juice

40 pax

**Dinner**

- soup, rice, two (2)  
main dishes (either  
pork/ chicken/ beef or  
seafood) vegetables,  
and dessert

2 pax

**Accommodation**

2 pax



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<b>Day 2-May 15, 2025</b>				
<b>Breakfast</b> -Filipino breakfast served with fresh farm egg prepared for liking, garlic fried rice & brewed coffee/milo/tea		2 pax		
<b>AM Snacks</b> -pasta with bread & fresh fruit juice		40 pax		
<b>Buffet Lunch</b> -soup, rice, two (2) main dishes (either pork/ chicken/ beef or seafood) vegetables, and dessert		40 pax		
<b>PM Snacks</b> -sandwich & fresh fruit juice		40 pax		
<b>Accommodation</b> -Guaranteed one (1) room good for two (2) nights accommodation In twin sharing -Bed configuration for twin occupancy room should be two (2) single beds				
<b>Specification</b> -Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to beddings, cable television, WIFI access, closet, toilet and bathrooms, hot and cold-water supply with daily replenishment of bath towels, slippers, toiletries, and complimentary bottled water for each guest/ participant				
<b>Other Provisions</b> -provision of backdrop for the activity and tarpaulin display at				



<p>project site, not to exceed 3"x4"</p> <p>-maintaining cleanliness in the function halls/rooms, restrooms, hallway, coffee/tea area, and dining area is expected</p> <p><b>Training Venue</b></p> <p>-use of Air conditioned one (1) function hall/ room that can accommodate forty (40) participants (<i>classroom type set-up</i>) to be used during the SESSIONSS for three (3) days with presidential table good for 4 pax during the opening program on Day 1 and closing program on Day 3</p> <p>-Availability of the following equipment in the function room:</p> <ol style="list-style-type: none"> <li>1. one (1) table good for two (2) pax for the registration</li> <li>2. one (1) table good for two (2) pax for the process observer and documenter</li> <li>3. one (1) table good for two (2) pax for nurse-on-duty</li> <li>4. one (1) white board with marker and eraser</li> <li>5. one (1) podium/lectern</li> </ol> <p>-Availability of audio-visual equipment with stand-by operator:</p> <ol style="list-style-type: none"> <li>1. at least one (1) LCD projector &amp; wide screen</li> <li>2. complete set of sound system with two (2) microphones</li> </ol> <p>-unlimited access to internet/WIFI in all areas of the venue</p>	1 Function hall		
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	<p><i>Preferably within Tayabas City or nearby municipalities</i></p> <p><b>Note:</b> with free flowing brewed coffee and drinking water for the whole duration of the training.</p>			
	<b>TOTAL:</b>		<b>P78,000.00</b>	

Interested suppliers are required to submit their valid and current PhilGEPS Platinum Membership/Red Membership, Mayor's permit, Business Permit upon submission of quotation. For corporation, a registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document shall also be submitted.

For sole proprietorship, should the owner/sole proprietor himself/herself is not available on the opening of the bids, an authorized representative may attend the opening of bids provided such representative has a letter of authority or a Special Power of Attorney together with a copy of ID as proof of identification. For partnership, corporation and cooperative, a secretary certificate / resolution to represent the company/cooperative is needed.

Should you wish to submit your bids through electronic mail (email), you may send the same to [bac.lucenacity@deped.gov.ph](mailto:bac.lucenacity@deped.gov.ph) with the subject **Procurement of Training Venue, Meals, and Accommodation for the "TRAINING-WORKSHOP FOR INTERNAL QUALITY AUDITORS 2025"**. Kindly take note that the attached pertinent documents in the email shall be encrypted with password and in Portable Document Format (PDF) only.

There shall only be two (2) pertinent documents to be attached. The legal and technical components (PhilGEPS Platinum Membership/Red Membership, Mayor's permit, Business Permit, DTI/SEC) shall be separated with the financial component (filled in bid form / RFQ). Zipping the said documents or embedding the same in a third-party application such as but not limited to WinRAR is strictly prohibited. The bidder shall also provide the password for decryption when it submitted the same through email. The emailed bid will only be decrypted during the opening of the RFQ. If the submitted online bid is not password protected, password for decryption was not provided, pertinent documents are not in PDF format, or zipped in one folder, it would not be opened during the Opening of bids and shall be immediately declared Disqualified (DQ).

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.



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Any interlineations, erasures or overwriting shall be valid only if these are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before **May 5, 2025, 2:00 in the afternoon**. Please submit your quotation in a sealed and signed envelope addressed to:

**EDENIA O. LIBRANDA**

BAC Chairperson  
Bids and Awards Committee  
DepEd, Division of Lucena City  
West 1 ES Compound, ML Tagarao Ext.,  
Ilayang Iyam Lucena City, Quezon

For inquiries, you may contact us at (042) 421-4161 (loc. 240); [bac.lucenacity@deped.gov.ph](mailto:bac.lucenacity@deped.gov.ph) or look for Ms. Andrea Tongo.

Very truly yours,

  
**EDENIA O. LIBRANDA**  
BAC Chairperson



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

Supplier's Business Name:			TIN.:		
Address:					
Telephone No.:		Fax No. :		Email address	
Supplier's Authorize Representative's Signature Over Printed Name:				Date:	