



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

**REQUEST FOR QUOTATION**

**2025-SV-008**

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 ROOM ACCOMMODATION FOR THE “FINALIZATION OF PUBLIC SERVICE CONTINUITY PLAN AND CONTINGENCY PLAN”** 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 ROOM ACCOMMODATION FOR THE “FINALIZATION OF PUBLIC SERVICE CONTINUITY PLAN AND CONTINGENCY PLAN”**

**Approved Budget for the Contract:** **ONE HUNDRED EIGHTY-SIX THOUSAND PESOS only, Philippine Currency (P186,000.00)**

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

**Location:**

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

	<b>Item and Descriptions/Technical Specifications</b>	<b>Quantity and Unit of Measure</b>	<b>Approved Budget for the Contract (ABC) in PhP</b>	<b>Total Price in Pesos</b>
<b>PROCUREMENT OF TRAINING VENUE, MEALS, AND ROOM ACCOMMODATION FOR THE “FINALIZATION OF PUBLIC SERVICE CONTINUITY PLAN AND CONTINGENCY PLAN”</b>				
	<b>July 21-23, 2025</b>  -Meals and Accommodation for 3 Days  <b>Day 1-July 21, 2025</b> <ul style="list-style-type: none"><li>• AM Snacks</li><li>• Buffet Lunch</li><li>• PM Snacks</li><li>• Buffet Dinner</li></ul> <b>Day 2-July 22, 2025</b>	31 pax	<b>P186,000.00</b>	

	<ul style="list-style-type: none"> <li>• Breakfast</li> <li>• AM Snacks</li> <li>• Buffet Lunch</li> <li>• PM Snacks</li> <li>• Buffet Dinner</li> </ul> <p><b>Day 3-July 23, 2025</b></p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• AM Snacks</li> <li>• Buffet Lunch</li> <li>• PM Snacks</li> </ul> <p><b>Note:</b> with free flowing brewed coffee</p> <p>Preferably Cavite Area</p> <p><b>Specification</b></p> <p><b>Breakfast</b> - Filipino Breakfast served with fresh farm egg prepared for liking, Garlic Fried Rice &amp; Brewed Coffee /Chocolate Drink / Tea</p> <p><b>AM Snacks</b> - Sandwich &amp; Juice / Soda</p> <p><b>Buffet Lunch</b> - Soup, Rice, two (2) main dishes (either pork / chicken / beef or seafood) Vegetables, and Dessert</p> <p><b>PM Snacks</b> - Pasta, Bread &amp; Juice / Soda</p> <p><b>Dinner</b> - Soup, Rice, two (2) main dishes (either pork / chicken / beef or seafood) Vegetables, and Dessert</p> <p><b>Room Accommodation</b></p> <ul style="list-style-type: none"> <li>• Guaranteed one (1) night room accommodation in</li> </ul>	31 pax		
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	<p>twin, triple or quadruple sharing</p> <ul style="list-style-type: none"> <li>• Bed configuration for twin occupancy room should be two (2) single beds; for triple occupancy room should be two (2) single beds plus one (1) extra bed; and for quadruple occupancy rooms should be three (3) single beds plus one (1) extra bed</li> </ul> <p><b>Specifications</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>Other Provisions</b></p> <ul style="list-style-type: none"> <li>• Use of functional hall until 10 pm</li> <li>• Maintaining cleanliness in the function halls / rooms, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area is expected</li> <li>• With 24-hour security, front-desk and housekeeping services</li> </ul>			
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	<p><b>Function Room:</b> Use of air-conditioned one (1) Function Hall/Room that can accommodate thirty-one (31) participants (classroom type set-up) to be used during the workshop sessions for three (3) days with Presidential Table good for 4 pax during the Opening Program (Day 1) and Closing Program (Day 3)</p> <ul style="list-style-type: none"> <li>• Availability of the following equipment in the function room:</li> <li>• Two (2) table good for four pax for the Registration and Nurse on Duty</li> <li>• One (1) white board with marker and eraser</li> <li>• One (1) podium/lectern</li> <li>• With stable internet connection</li> <li>• Availability of audio-visual equipment with stand by operator</li> <li>• Atleast one (1) LCD projector &amp; wide screen</li> <li>• Complete set of sound system with two (2) microphones</li> </ul>	1 function hall		
	<b>TOTAL:</b>		<b>P186,000.00</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 ROOM ACCOMMODATION FOR THE "FINALIZATION OF PUBLIC SERVICE CONTINUITY PLAN AND CONTINGENCY PLAN."** 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.

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 30, 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:	