



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

**REQUEST FOR QUOTATION**

**2025-SV-010**

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 MEALS & USED OF THE TRAINING VENUE FOR THE “TRAINING OF LOT 1-GRADE 2; LOT 2-GRADE 3; LOT 3-GRADE 5; LOT 4-GRADE 8 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2”** 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 MEALS & USED OF THE TRAINING VENUE FOR THE “TRAINING OF LOT 1-GRADE 2; LOT 2-GRADE 3; LOT 3-GRADE 5; LOT 4-GRADE 8 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2”**

**Approved Budget  
for the Contract:**

**LOT 1-** Procurement of MEALS & USED OF THE TRAINING VENUE FOR THE “TRAINING OF GRADE 2 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2 with ABC of Three Hundred Forty Thousand Two Hundred Pesos only, Philippine Currency **(P340,200.00)**

**LOT 2-** Procurement of MEALS & USED OF THE TRAINING VENUE FOR THE “TRAINING OF GRADE 3 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2 with ABC of Three Hundred Fifty-Two Thousand Eight Hundred Pesos only, Philippine Currency **(P352,800.00)**

**LOT 3-** Procurement of MEALS & USED OF THE TRAINING VENUE FOR THE “TRAINING OF GRADE 5 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2 with ABC of Four Hundred One Thousand Four Hundred Pesos only, Philippine Currency **(P401,400.00)**

**LOT 4-** Procurement of MEALS & USED OF THE TRAINING VENUE FOR THE “TRAINING OF GRADE 8 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2 with ABC of Three Hundred Twenty-Four Thousand Pesos only, Philippine Currency **(P324,000.00)**

**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

	<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>LOT 1</b>	Procurement of MEALS & USED OF THE TRAINING VENUE FOR THE "TRAINING OF GRADE 2 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2			
	<p><b>Day 1: June 8, 2025</b> AM Snacks Buffet Lunch PM Snacks</p> <p><b>Day 2: June 9, 2025</b> AM Snacks Buffet Lunch PM Snacks</p> <p><b>Day 3: June 10, 2025</b> AM Snacks Buffet Lunch PM Snacks</p> <p><b>Specifications:</b></p> <p><b>AM Snacks</b> - pasta with bread &amp; fresh fruit juice</p> <p><b>Lunch</b> - soup, rice, two (2) main dishes (either pork / chicken / beef or seafood) vegetables, and dessert</p> <p><b>PM Snacks</b> - sandwich &amp; fresh fruit juice</p> <p>Note: with free flowing brewed coffee</p> <p><b>TRAINING VENUE</b></p> <p><b>Specifications</b></p>	189 pax	P340,200.00	

	<p>Use of Air-conditioned four (4) Function Hall / Room that can accommodate forty-five (45) to fifty (50) participants (classroom type set-up) to be used during the SESSIONS for three (3) days</p> <p>"Availability of the following equipment in every function hall / room:</p> <ul style="list-style-type: none"> <li>* One (1) table good for two (2) pax for the Registration</li> <li>* One (1) table good for two (2) pax for the Process Observer and Documenter</li> <li>* One (1) table good for two (2) pax for the Nurse-on-duty</li> <li>* One (1) white board with marker and eraser</li> <li>* One (1) podium / lectern"</li> </ul> <p>"Availability of audio-visual equipment with stand-by operator:</p> <ul style="list-style-type: none"> <li>* At least one (1) LCD projector &amp; wide screen</li> <li>* Complete set of sound system with two (2) microphones"</li> </ul> <p>Unlimited access to internet / Wi-Fi in all areas of venue</p> <p>Preferably within within lucena city or tayabas city only</p> <p><b>OTHER PROVISIONS</b></p> <p><b>Accommodation</b></p> <p>One (1) complimentary room for the monitoring team from DepEd Central Office</p>			
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or Regional Office good for two (2) nights with breakfast and dinner			
<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> <li>Provision of backdrop for the activity and tarpaulin display at Project Site, not to exceed 5"x 8"</li> <li>Maintaining cleanliness in the function halls / rooms, restrooms, hallway, coffee/tea area, and dining area is expected</li> <li>With 24-hour security, front-desk and housekeeping services</li> </ul>			

	Item and Descriptions/Technical Specifications	Quantity and Unit of Measure	Approved Budget for the Contract (ABC) in PhP	Total Price in Pesos
<b>LOT 2</b>	Procurement of MEALS & USED OF THE TRAINING VENUE FOR THE "TRAINING OF GRADE 3 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2"			
	<b>Day 1: June 11, 2025</b>	196 pax	P352,800.00	

	<p>AM Snacks Buffet Lunch PM Snacks</p> <p><b>Day 2: June 12, 2025</b> AM Snacks Buffet Lunch PM Snacks</p> <p><b>Day 3: June 13, 2025</b> AM Snacks Buffet Lunch PM Snacks</p> <p><b>Specifications:</b></p> <p><b>AM Snacks</b> - pasta with bread &amp; fresh fruit juice</p> <p><b>Lunch</b> - soup, rice, two (2) main dishes (either pork / chicken / beef or seafood) vegetables, and dessert</p> <p><b>PM Snacks</b> - sandwich &amp; fresh fruit juice</p> <p>Note: with free flowing brewed coffee</p> <p><b>TRAINING VENUE</b></p> <p><b>Specifications</b></p> <p>Use of Air-conditioned four (4) Function Hall / Room that can accommodate forty-five (45) to fifty (50) participants (classroom type set-up) to be used during the SESSIONS for three (3) days</p> <p>"Availability of the following equipment in every function hall / room: * One (1) table good for two (2) pax for the Registration</p>			
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<p>* One (1) table good for two (2) pax for the Process Observer and Documenter</p> <p>* One (1) table good for two (2) pax for the Nurse-on-duty</p> <p>* One (1) white board with marker and eraser</p> <p>* One (1) podium / lectern"</p> <p>"Availability of audio-visual equipment with stand-by operator:</p> <p>* At least one (1) LCD projector &amp; wide screen</p> <p>* Complete set of sound system with two (2) microphones"</p> <p>Unlimited access to internet / Wi-Fi in all areas of venue</p> <p>Preferably within within lucena city or tayabas city only</p> <p><b>OTHER PROVISIONS</b></p> <p><b>Accommodation</b></p> <p>One (1) complimentary room for the monitoring team from DepEd Central Office or Regional Office good for two (2) nights with breakfast and dinner</p> <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</li> </ul>			
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	<p>replenishment of bath towels, slippers, toiletries, and complimentary bottled water for each guest / participant.</p> <ul style="list-style-type: none"> <li>• Provision of backdrop for the activity and tarpaulin display at Project Site, not to exceed 5"x 8"</li> <li>• Maintaining cleanliness in the function halls / rooms, restrooms, 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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	<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>LOT 3</b>	Procurement of MEALS & USED OF THE TRAINING VENUE FOR THE "TRAINING OF GRADE 5 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2			

	<p><b>Day 1: June 8, 2025</b> AM Snacks Buffet Lunch PM Snacks</p> <p><b>Day 2: June 9, 2025</b> AM Snacks Buffet Lunch PM Snacks</p> <p><b>Day 3: June 10, 2025</b> AM Snacks Buffet Lunch PM Snacks</p> <p><b>Specifications:</b></p> <p><b>AM Snacks</b> - pasta with bread &amp; fresh fruit juice</p> <p><b>Lunch</b> - soup, rice, two (2) main dishes (either pork / chicken / beef or seafood) vegetables, and dessert</p> <p><b>PM Snacks</b> - sandwich &amp; fresh fruit juice</p> <p>Note: with free flowing brewed coffee</p> <p><b>TRAINING VENUE</b></p> <p><b>Specifications</b></p> <p>Use of Air-conditioned eight (8) Function Hall / Room (classroom type set-up), to be used during the SESSIONS for three (3) days that can accommodate with the following number of participants in each room:</p> <ul style="list-style-type: none"> <li>* Room #1 = 27</li> <li>* Room #2 = 28</li> <li>* Room #3 = 33</li> <li>* Room #4 = 16</li> <li>* Room #5 = 27</li> </ul>	223 pax	P401,400.00	



<p>* Room #6 = 30  * Room #7 = 37  * Room #8 = 25</p> <p>"Availability of the following equipment in every function hall / room:  * One (1) table good for two (2) pax for the Registration  * One (1) table good for two (2) pax for the Process Observer and Documenter  * One (1) table good for two (2) pax for the Nurse-on-duty  * One (1) white board with marker and eraser  * One (1) podium / lectern"</p> <p>"Availability of audio-visual equipment with stand-by operator:  * At least one (1) LCD projector &amp; wide screen  * Complete set of sound system with two (2) microphones"</p> <p>Unlimited access to internet / Wi-Fi in all areas of venue</p> <p>Preferably within within lucena city or tayabas city only</p> <p><b>OTHER PROVISIONS</b></p> <p><b>Accommodation</b></p> <p>One (1) complimentary room for the monitoring team from DepEd Central Office or Regional Office good for two (2) nights with breakfast and dinner</p> <p><b>Specifications:</b></p>			
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	<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> <li>• Provision of backdrop for the activity and tarpaulin display at Project Site, not to exceed 5"x 8"</li> <li>• Maintaining cleanliness in the function halls / rooms, restrooms, 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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	<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>LOT 4</b>				

Procurement of MEALS & USED OF THE TRAINING VENUE FOR THE "TRAINING OF GRADE 8 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2				
	<b>Day 1: June 11, 2025</b> AM Snacks Buffet Lunch PM Snacks  <b>Day 2: June 12, 2025</b> AM Snacks Buffet Lunch PM Snacks  <b>Day 3: June 13, 2025</b> AM Snacks Buffet Lunch PM Snacks  <b>Specifications:</b>  <b>AM Snacks</b> - pasta with bread & fresh fruit juice  <b>Lunch</b> - soup, rice, two (2) main dishes (either pork / chicken / beef or seafood) vegetables, and dessert  <b>PM Snacks</b> - sandwich & fresh fruit juice  Note: with free flowing brewed coffee  <b>TRAINING VENUE</b>  <b>Specifications</b>  Use of Air-conditioned eight (8) Function Hall / Room (classroom type set-up), to be used during the SESSIONS for three (3) days that can accommodate with the following number of participants in each room: * Room #1 = 20 * Room #2 = 28	180 pax	P324,000.00	

<p>* Room #3 = 20  * Room #4 = 20  * Room #5 = 21  * Room #6 = 25  * Room #7 = 26  * Room #8 = 20</p> <p>"Availability of the following equipment in every function hall / room:</p> <p>* One (1) table good for two (2) pax for the Registration</p> <p>* One (1) table good for two (2) pax for the Process Observer and Documenter</p> <p>* One (1) table good for two (2) pax for the Nurse-on-duty</p> <p>* One (1) white board with marker and eraser</p> <p>* One (1) podium / lectern"</p> <p>"Availability of audio-visual equipment with stand-by operator:</p> <p>* At least one (1) LCD projector &amp; wide screen</p> <p>* Complete set of sound system with two (2) microphones"</p> <p>Unlimited access to internet / Wi-Fi in all areas of venue</p> <p>Preferably within within lucena city or tayabas city only</p> <p><b>OTHER PROVISIONS</b></p> <p><b>Accommodation</b></p> <p>One (1) complimentary room for the monitoring team from DepEd Central Office or Regional Office good for two (2) nights with breakfast and dinner</p>			
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	<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> <li>• Provision of backdrop for the activity and tarpaulin display at Project Site, not to exceed 5"x 8"</li> <li>• Maintaining cleanliness in the function halls / rooms, restrooms, 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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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 MEALS & USED OF THE TRAINING VENUE FOR THE "TRAINING OF LOT 1-GRADE 2; LOT 2-GRADE 3; LOT 3-GRADE 5; LOT 4-GRADE 8 TEACHERS ON THE REVISED K TO 12 CURRICULUM IMPLEMENTATION-PHASE 2."** 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). Also, the bids shall be submitted by LOT. 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.

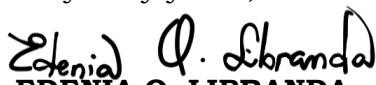
Submission of quotation and eligibility documents is on or before **May 27, 2025, 3:00 in the afternoon**. Please submit your quotation in a sealed and signed envelope addressed to:

**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:	