

Republic of the Philippines

Department of Education

REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

REQUEST FOR QUOTATION

2025-SV-012

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 ACCOMODATION FOR THE "2ND QUARTER 2025 DIVISION PROGRAM IMPLEMENTATION REVIEW CUM MANAGEMENT REVIEW"** 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 ACCOMODATION FOR THE "2ND QUARTER 2025 DIVISION PROGRAM IMPLEMENTATION REVIEW CUM

MANAGEMENT REVIEW"

Approved Budget: for the Contract

One Hundred Sixty-Eight Thousand Pesos Only,

Philippine Currency (P168,000.00)

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/Technic al Specifications	Quantity and Unit of Measure	Approved Budget for the Contract (ABC) in PhP	Total Price in Pesos		
LOT 5	PROCUREMENT OF TRAINING VENUE, MEALS AND ROOM ACCOMODATION FOR THE "2ND QUARTER 2025 DIVISION PROGRAM IMPLEMENTATION REVIEW CUM MANAGEMENT REVIEW"					
	July 3-4, 2025 -Meals and Accommodation for 2 Days	42 pax	168,000.00			
	Day 1-July 3, 2025 • AM Snacks • Buffet Lunch					





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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- PM Snacks
- · Buffet Dinner
- Accommodation

Day 2- July 4, 2025

- Breakfast
- AM Snacks
- Buffet Lunch
- PM Snacks

Note: with free-flowing brewed coffee, tea/chocolate drink

Preferably within Tagaytay Cavite Area

Specifications:

- Breakfast: Filipino Breakfast served with fresh farm egg prepared for liking, Garlic Fried Rice & Brewed Coffee / Chocolate drink / Tea
- AM Snacks: Pasta, Bread and Juice
- Buffet Lunch:
 Soup, Rice, two (2)
 main dishes (either pork / chicken / beef or seafood) Vegetables, and Dessert
- PM Snacks: Pasta, Bread & Juice
- Dinner: Soup, Rice, two (2) main dishes (either pork / chicken / beef or seafood) Vegetables, and Dessert

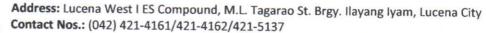
TRAINING VENUE:

• Use of Airconditioned one (1) Function Hall / Room that can accommodate forty two (42) participants (classroom type set-up) to be used during the sessions for









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two (2) days with Presidential Table good for 4 pax and 1 table for the nurse in charge during the Opening Program (Day 1) and Closing Program (Day 2)

- with stable internet connection
- Availability of the following equipment in the function room:
- * One (1) table good for two (2) pax for the Registration
- * 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
- *With accessible comfort rooms
- Availability of audiovisual equipment with stand-by operator:
- * At least one (1) LCD projector & wide screen
- * Complete set of sound system with two (2) microphones

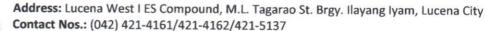
ROOM ACCOMODATION:

- Guaranteed one (1) night room accommodation in twin, triple or quadruple sharing
- 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









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should be three (3)			85	
single beds plus one (1)				
extra bed				
Specifications:				
- promound.				
Guaranteed air-				
conditioned room, with basic hotel room				
facilities including but				
not limited to beddings,				
cable television, WiFi				
access, closet, toilet				
and bathrooms, hot		х		
and cold-water supply	-			
with daily				
replenishment of bath				
towels, slippers,				
toiletries, and				
complimentary bottled				
water for each guest /				
participant.				
participant.				
Other Provisions:				
A STATE OF THE PROPERTY OF THE				
• Use of functional hall				
until 10 pm				
Maintaining				
cleanliness in the				
function halls / rooms,				
restrooms, sleeping				
quarters, hallway,				
coffee/tea area, and				
dining area is expected				
With 24-hour				
security, front-desk				
and housekeeping				
services				
55171665				
Total	D 160	000.00		
TOTAL	P 108,	000.00		

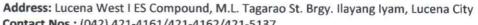
Interested suppliers are required to submit their valid and current PhilGEPS Platinum Membership/Red Membership, Mayor's permit, Business Permit upon submission of quotation. For corporation, a registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) 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.









Contact Nos.: (042) 421-4161/421-4162/421-5137

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Should you wish to submit your bids through electronic mail (email), you may send the same to bac.lucenacity@deped.gov.ph with the subject PROCUREMENT OF TRAINING VENUE, MEALS AND ROOM ACCOMODATION FOR THE "2ND QUARTER 2025 DIVISION PROGRAM IMPLEMENTATION REVIEW CUM MANAGEMENT REVIEW" 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 **June 2, 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 or look for Ms. Andrea Tongo.

Very truly yours,

EDENIA O. LIBRAND
BAC Chairperson





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

Supplier's Business Name:		TIN.:	
Address:	-	2	
Telephone No.:	Fax No. :	Email address	
Supplier's Authorize Representative's Signature Over Printed Name:		Date:	







Address: Lucena West I ES Compound, M.L. Tagarao St. Brgy. Ilayang Iyam, Lucena City Contact Nos.: (042) 421-4161/421-4162/421-5137

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