



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

REQUEST FOR QUOTATION

2025-SV-018

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 “ORIENTATION FOR THE NEWLY INSTALLED SCHOOL HEADS”** 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 “ORIENTATION FOR THE NEWLY INSTALLED SCHOOL HEADS”**

Approved Budget for the Contract: **SIXTY-SEVEN THOUSAND ONE HUNDRED FORTY PESOS only, Philippine Currency (P67,140.00)**

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

Location: Lucena City Teachers and Employees Conference Center (LCTECC), 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
PROCUREMENT OF TRAINING VENUE, MEALS, AND ACCOMMODATION FOR THE “ORIENTATION FOR THE NEWLY INSTALLED SCHOOL HEADS”				
	August 14-15			
	Meals for 2 days (Day1: am snacks, lunch, and pm snacks Day 2: am snacks, lunch, and pm snacks)	36 pax	P46,440.00	
	Accommodation with breakfast and dinner	12 pax	P20,700.00	
	Day 1: August 14, 2025			
	• AM snacks	36 pax		
	• Buffet Lunch	36 pax		

	<p>stand-by operator: -at least one (1) LCD projector & wide screen -complete set of sound system with two (2) microphones</p> <ul style="list-style-type: none"> • Unlimited access to internet/Wi-Fi in all areas of venue • With stable internet connection <p>Specifications:</p> <p>Breakfast Filipino breakfast served with fresh farm egg prepared for liking, garlic fried rice & brewed coffee/hot-choco/tea</p> <p>AM Snacks Sandwich & Juice/soda</p> <p>Buffet Lunch: Soup, Rice two (2) main dishes (either pork/chicken/beef or seafood) vegetables, and dessert</p> <p>PM Snacks Pasta, bread & juice/soda</p> <p>Dinner Soup, Rice, Two (2) main dishes (either pork/ chicken/beef or seafood) vegetables, and dessert</p> <p>Free flowing brewed coffee/hot-Choco and drinking water for the whole duration of the training</p>			
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	<p>ROOM ACCOMMODATION:</p> <ul style="list-style-type: none"> Guaranteed one (1) night room accommodation Bed configuration for 1 person should be single bed only <p>Specification:</p> <ul style="list-style-type: none"> Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to bedding, 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. <p>Other provisions:</p> <ul style="list-style-type: none"> Use of functional hall until 10:00 p.m. Maintaining cleanliness in the function halls/rooms restrooms, sleeping quarters, hallway, coffee/tea area, and dining area is expected. With 24-hour security, front- 			
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	desk and housekeeping services			
Total			P67,140.00	

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 clearly specifying the project name being entered, along with a valid identification document. 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 with the subject **PROCUREMENT OF TRAINING VENUE, MEALS, AND ACCOMMODATION FOR THE "ORIENTATION FOR THE NEWLY INSTALLED SCHOOL HEADS"** Kindly take note that the attached pertinent documents in the email shall be encrypted with password and in Portable Document Format (PDF) only.

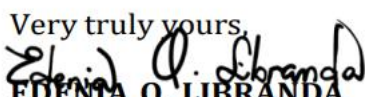
There shall only be two (2) pertinent documents to be attached. The legal and technical components (PhilGEPS Platinum Membership/Red Membership, Mayor's permit, Business Permit, DTI/SEC) shall be separated with the financial component (filled in bid form / RFQ). Zipping the said documents or embedding 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 **August 04, 2025, 10:00 in the morning**. 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. 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:	