



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS Division OFFICE - Valenzuela

REQUEST FOR QUOTATION

Date:	April 16, 2026
RFQ No.	SDO-VAL-SVP-2026-04-0088

Name of Project	Tourist Bus Rental Service, fully airconditioned (to and from the venue and vice versa) to transport the participants for the Beyond Equality: The Journey to a GAD Transformative Workplace
Brief Description	Tourist Bus Rental/Transportation Service
Location	Within NCR
Reference Number	P.R. NO. SGOD-2026-03-0053
Approved Budget for the Contract (ABC)	Php40,000.00
Source of Fund	MOOE-GAD Fund
Contract Duration:	May 7-8, 2026

To: All Eligible Suppliers:

The **Department of Education-SDO Valenzuela City** through **Bids and Awards Committee (BAC)** and its Secretariat, intends to procure the **Tourist Bus Rental Service, fully airconditioned (to and from the venue and vice versa) to transport the participants for the Beyond Equality: The Journey to a GAD Transformative Workplace** through Small Value Procurement under New Government Procurement Act (NGPA) or Republic Act No. 12009. The quotation above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this **Request for Quotation (RFQ)**. Quotations may be **submitted manually in a sealed envelope quotation duly signed by you or you duly authorized representative or via email (bac.sdoval@deped.gov.ph)** on or before **April 21, 8:00am-5:00pm** to **SDO Valenzuela Records Section**.

Please quote your best offer for the items/s described herein addressed to:

ERNEST JOSEPH C. CABRERA
Chairperson, Bids and Awards Committee
DepEd-SDO Valenzuela, Pio Valenzuela St., Marulas, Valenzuela City
Tel. No. 8277-3439 local 118 or 34454757
Email: bac.sdoval@deped.gov.ph

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement of Annex "H" of revised IRR of RA No. 9184, **the following documents are required to be submitted along with your proposal on the above set deadline** or before the issuance of a Notice of Award.



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>



1. Copy of Valid/Latest Mayor's/Business Permit
2. Copy of valid SEC/DTI
3. Copy of valid PhilGEPS Registration Number/Organization ID No./PhilGEPS Registration (Platinum Membership.)
4. Copy of updated/valid BIR/COR (Certificate of Registration-Line of Business)
5. Accomplished prescribed RFQ Form.

For clarifications, you may contact the BAC Secretariat through email address bac.sdoval@deped.gov.ph, or at telephone number 8277-3439 local 118.

ERNEST JOSEPH C. CABRERA
Chairperson, Bids and Awards Committee

INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) All mandatory technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted physically in a sealed envelope/quotation duly signed by you or you duly authorized representative or through electronic mail at bac.sdoval@deped.gov.ph.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

TERMS AND CONDITIONS

- 1) The bidder shall provide correct and accurate information in this form.
- 2) Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 3) Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
- 4) Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 5) Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 6) Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 7) The item/s shall be delivered according to the accepted offer of the bidder.
- 8) Item/s delivered shall be inspected on the scheduled date and time of the SDO-Valenzuela.
- 9) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Billing statement, Delivery Receipt, Sales Invoice.
- 10) Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay.
- 11) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR
- 12) The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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PRIME-HRM
LEVEL II ACCREDITED

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Project/Activity	Approved Budget of the Contract (ABC)
Tourist Bus Rental Service, fully airconditioned (to and from the venue and vice versa) to transport the participants for the Beyond Equality: The Journey to a GAD Transformative Workplace	Php40,000.00

No.	Item/Description/Specifications	Compliance		Remarks
		Yes	No	
	Tourist Bus Service, 49-seater			
	Requirements:			
	1. 49-Seater			
	2. Fully Airconditioned			
	3. Clean, well-maintained, and roadworthy vehicle			
	4. Equipped with standard safety features (e.g., seatbelts, fire extinguisher, first aid kit)			
	Inclusions:			
	1. Comprehensive Travel Insurance			
	2. Exclusive use of unit			
	3. Fuel Fees & Driver's Fee			
	4. Driver's Meal Allowance			
	5. Toll Fees			
	6. Parking Fee			
	7. DOT Accredited Driver with Driver's License			
	Additional Conditions:			
	1. The service provider must ensure timely pick-up and drop-off as per the approved itinerary			
	2. The driver must observe proper conduct and safety protocols at all times			
	3. The vehicle must be available in good operating condition throughout the duration of the service			



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BIDDER/SUPPLIER'S QUOTATION OFFERED (inclusive of VAT)

Item No.	Item/Description/Technical Specification	QTY	Unit of Meas.	Approved Budget for the Contract		Unit Price	Total Price in Pesos
				Unit Price	Total Amount		
1	Tourist Bus Rental Service, fully airconditioned (to and from the venue and vice versa) to transport the participants for Beyond Equality: The Journey to a GAD Transformative Workplace on May 7-8, 2026, within NCR	2	units	20,000.00	40,000.00		
	Requirements:						
	1. 49-Seater						
	2. Fully Airconditioned						
	3. Clean, well-maintained, and roadworthy vehicle						
	4. Equipped with standard safety features (e.g., seatbelts, fire extinguisher, first aid kit)						
	Inclusions:						
	1. Comprehensive Travel Insurance						
	2. Exclusive use of unit						
	3. Fuel Fees & Driver's Fee						
	4. Driver's Meal Allowance						
	5. Toll Fees						
	6. Parking Fee						
	7. DOT Accredited Driver with Driver's License						
	Additional Conditions:						
	1. The service provider must ensure timely pick-up and drop-off as per the approved itinerary						
	2. The driver must observe proper conduct and safety protocols at all times						
	3. The vehicle must be available in good operating condition throughout the duration of the service						
				Total Amount (ABC)	40,000.00		

Company/Business Name: _____
 Address: _____
 Contact Person: _____
 Contact Number: _____ Email Add: _____
 TN No. _____

 Signature over Printed Name
 Designation: _____
 Date: _____