



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-LV-2026-04-0087 |

| | |
|---|--|
| Name of Project | Lease of Venue, and Accommodation with Meals Package on the conduct of Beyond Equality: The Journey to a GAD Transformative Workplace |
| Brief Description | Lease of Venue, and Accommodation with Meals Package |
| Location | Within NCR |
| Reference Number | RFQ NO. SDO-2026-03-0051 |
| Approved Budget for the Contract (ABC) | Php504,000.00 |
| Source of Fund | MOOE-GAD Fund |
| Contract Duration: | May 7-8, 2026 |

To: All Eligible Suppliers:

The **Department of Education-SDO Valenzuela City** through **Lease of Venue, and Accommodation with Meals Package on the conduct of Beyond Equality: The Journey to a GAD Transformative Workplace** through **Section 35.9 (Negotiated Procurement-Lease of Real Property and Venue)** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your proposal for the items described and required herein, subject to 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, 2026, 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 R.A. No. 12009, the **following documents are required to be submitted along with your proposal on the above set deadline.**



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.sdovalenzuelacity.deped.gov.ph>



1. **Copy of Valid/Updated Latest Mayor's/Business Permit**
2. **Copy of valid SEC/DTI/CDA Registration**
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. **ITR/Tax Clearance**
6. **Accomplished 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 venue/specifications according to the accepted offer of the bidder.
- 8) Venue/amenities shall be inspected/ocular 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.
- 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. 12009 and its 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.
- 13) Mode of Payment: Cheque (Land Bank of the Philippines)

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

Project: Lease of Venue, and Accommodation with Meals Package on the conduct of Beyond Equality: The Journey to a GAD Transformative Workplace

| Minimum Technical Specifications | Compliance | | Remarks |
|--|------------|----|---------|
| | YES | NO | |
| Requirements: | | | |
| I. Venue shall be Department of Tourism (DOT) accredited | | | |
| II. Availability of the Function Room during event date with minimum of 90 sq.m. floor area (to be confirmed a week before the training schedule) | | | |
| a. Event Date: May 7-8, 2026 | | | |
| III. Location | | | |
| a. Within NCR | | | |
| b. Free Parking space reserved within or near venue. | | | |
| IV. Neighborhood Data | | | |
| a. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority. | | | |
| b. Proximity to Police and Fire Stations | | | |
| c. Proximity to Banks, Postal, and Telecommunications service provider | | | |
| V. Venue | | | |
| a. Structural Condition: The foundation is made of concrete and structural steel materials or a combination of both. | | | |
| b. Functionality of Function Room: | | | |
| i. Available one (1) Function Room on the schedule from 7:00 AM to 6:00 PM on the first and second day (with 1 hour allotment for ingress and egress) | | | |
| ii. Conference/Function Hall set up for one hundred twenty six (126) pax/participants with social distancing and one dedicated table Secretariats that will serve as registration area at the entrance door | | | |
| iii. No obstructing pillars | | | |



Address: Pío 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.sdovalenzuelacity.deped.gov.ph>



| | | | |
|---|--|--|--|
| iv. Amenities includes: 1. At least (2) microphone units, preferably wireless with stand and a sound system 2. Projector, Projector screen and table for LCD Projector 3. Podium 4. Philippine Flag and Pole 5. Whiteboard and/or flipchart and markers 6. Free and steady Wi-Fi connection for Secretariat and Participants, with at least 50 mbps dedicated connection 7. Waived electricity charges for use of laptops and projectors 8. Audible/Operational Sound System 9. Extension wires for use of Secretariat and participants 10. Welcome Tarpaulin and directional signages | | | |
| c. Rooms and Facilities | | | |
| i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing. | | | |
| ii. Continuous water supply & accessible comfort rooms (separate male and female) | | | |
| iii. Compliance with the standards provided by the Building Code of the Philippines | | | |
| v. At least one (1) Operational Elevator for four (4) or more storey buildings | | | |
| v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler | | | |
| vi. Available Telephone and/or internet Connection within the premises of the building | | | |
| vi. Room Accommodations Terms and Condition: | | | |
| Structural condition: The foundation is made of concrete and structural steel materials or combination of both | | | |
| For Participants - Rooms 2-3 pax per room with TV, toiletries and daily housekeeping | | | |
| For VIP – (complimentary) two (2) separate room for VIP/Official. | | | |
| At least two (2) electrical outlets per room | | | |
| Own toilet and bath with hot and cold shower and continuous water supply | | | |
| Provision of towels and toiletries | | | |
| Free and steady Wi-Fi all rooms, with at least 5 mbps dedicated connection | | | |
| Free use of Parking Space for service vehicle of participants/pmt/twg/guest | | | |

| | | | |
|---|--|--|--|
| d. Other Services | | | |
| i. Provision of janitorial and maintenance services | | | |
| ii. Designated contact person | | | |
| iii. adequate security services (24/7) | | | |
| iv. Use of reusable water for toilet flushing | | | |
| v. Use of energy efficient lighting (LED day light) | | | |
| vi. Options for multiple-use toiletries | | | |
| vii. Compliance with Tourism Act of 2009 as industry standard | | | |
| e. Catering Services (Guaranteed number of participants shall be confirmed a week before the training event) | | | |
| i. Does not use plastic, disposable cups and spoons and forks, instead reusable take-out boxes and the like | | | |
| ii. Location must be inside Function Room and/or outside but near the Function Room | | | |
| iii. Meals of participants, PMT, TWG, Guest Speakers, with the following details: | | | |
| Meals – with free-flowing coffee during session | | | |
| Day 1 | | | |
| Breakfast (Managed Buffet) | | | |
| Am Snack (Plated) | | | |
| Lunch (Managed Buffet) | | | |
| Pm Snacks (Plated) | | | |
| Dinner (Managed Buffet) | | | |
| Day 2 | | | |
| Breakfast (Managed Buffet) | | | |
| Am Snack (Plated) | | | |
| Lunch (Managed Buffet) | | | |
| Pm Snacks (Plated) | | | |
| Dinner (Managed Buffet) | | | |
| e. Client's satisfactory rating based on online hotel reviews | | | |

Please quote your best offer/price (including VAT) in the space provided below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

| Item / Lot No. | Item/Description | QTY. | Unit of Meas. | Approved Budget for the Contract | | Unit Price | Total Offered Quotation (Inclusive of VAT) |
|----------------|--|------|---------------|----------------------------------|------------------------------|------------|--|
| | | | | Unit Price | Total Amount | | |
| 1 | Lease of Venue, and Accommodation with Meals Package on the conduct of Beyond Equality: The Journey to a GAD Transformative Workplace on May 7-8, 2026, within NCR | 126 | pax | 2,000.00 | Php504,000.00 (2days/1night) | | |
| | Meals - with free-flowing coffee (unlimited) during seminar/session Day 1 Breakfast (Managed Buffet) Am Snack (Plated) Lunch (Managed Buffet) Pm Snacks (Plated) Dinner (Managed Buffet) Day 2 Breakfast (Managed Buffet) Am Snack (Plated) Lunch (Managed Buffet) Pm Snacks (Plated) Dinner (Managed Buffet) | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|----------------------|--|--|--|
| Accommodation: 1. Rooms which accommodate at least 2-4 persons 2. All Rooms with TV, fully air conditioned, toiletries and daily housekeeping 3. Free use of air-conditioned function room with LCD projector, widescreen, whiteboard marker, eraser, microphones, speaker and audio jack, extension wire, etc. 4. Free flowing brewed coffee during the training proper 5. Free water dispenser with purified drinking water 6. Free strong WIFI access 7. Free use of Amenities 8. Complimentary Tarpaulin | | | | | | | | |
| Total Amount (ABC) | | | | | Php504,000.00 | | | |
| TOTAL QUOTATION OFFERED (Inclusive of VAT) | | | | | | | | |
| Total Quoted Amount in Words: | | | | | | | | |

Company/Business Name: _____

Address: _____

Contact Person: _____

Contact Number: _____ Email Add: _____

TIN No. _____

Signature over Printed Name

Designation: _____

Date: _____



Address: Pío 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.sdovalenzuelacity.deped.gov.ph>

