



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

REQUEST FOR QUOTATION

Date:	January 8, 2026
RFQ No.	SDO-VAL-LV-2026-01-0010

Name of Project	Lease of Venue, and Accommodation with Melas Package on the conduct of Capacity Building of Bids and Awards Committee Members, TWG and Secretariat on Updates with the New Procurement Law (R.A. 12009)
Brief Description	Lease of Venue, and Accommodation with Melas Package
Location	Preferably Region IV-A
Reference Number	RFQ NO. CID-2026-01-0017
Approved Budget for the Contract (ABC)	Php75,000.00
Source of Fund	GASS - 2025 Continuing MOOE
Contract Duration:	February 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 **Lease of Venue, and Accommodation with Melas Package on the conduct of Capacity Building of Bids and Awards Committee Members, TWG and Secretariat on Updates with the New Procurement Law (R.A. 12009)** through Year End Program Review and Strategic Planning 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 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 **January 13, 2025**, 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



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>



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**

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. **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 11).


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 Melas Package on the conduct of Capacity Building of Bids and Awards Committee Members, TWG and Secretariat on Updates with the New Procurement Law (R.A. 12009)

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: February 2026			
III. Location			
a. Preferably Region IV-A			
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 thirty-eight (38) pax/participants with social distancing and one dedicated table Secretariats that will serve as registration area at the entrance door			
iii. No obstructing pillars			

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			
Rooms 2-4 pax per room with TV, toiletries and daily housekeeping			
At least two (2) electrical outlet per room			
Own toilet and bath with hot and cold shower and continuous water supply			
Provision of towel and toiletries			
Free and steady Wi-Fi all rooms, with at least 5 mbps dedicated connection			
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 use of training hall *With free internet access Inclusive of meals Assisted buffet with free-flowing coffee Meals Day 1: AM Snacks, Lunch, PM Snacks, Dinner Day 2: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner Day 3: Breakfast, AM Snacks, Lunch			
e. Client's satisfactory rating based on online hotel reviews			



Address: Pio Valenzuela St., Marulas, Valenzuela City
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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 Melas Package on the conduct of Capacity Building of Bids and Awards Committee Members, TWG and Secretariat on Updates with the New Procurement Law (R.A. 12009) on February 2025, preferably Region IV-A	38	pax	6,000.00	Php228,000.00 (3days/2nights)		
	Meals *With free use of training hall *With free internet access Inclusive of meals Assisted buffet with free-flowing coffee Meals Day 1: AM Snacks, Lunch, PM Snacks, Dinner Day 2: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner Day 3: Breakfast, AM Snacks, Lunch						



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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					
Total Amount (ABC)				Php228,000.00	
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: _____



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