



Republic of the Philippines
Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

REQUEST FOR QUOTATION

RFQ No. 2023 -11-316

PROJECT: LEASE OF VENUE WITH ACCOMMODATION AND CATERING SERVICES FOR THE CONDUCT OF MADRASAH EDUCATION PROGRAM IMPLEMENTATION REVIEW

INVITATION

Date: November 16, 2023

To Eligible Suppliers:

The DepEd-Schools Division Office of Baguio City through its Bids and Awards Committee (BAC), invite suppliers to quote for the project, **LEASE OF VENUE WITH ACCOMMODATION AND CATERING SERVICES** scheduled on November 30-December 2, 2023 to be held outside Baguio City.

This RFQ is composed of One (1) lot and shall be awarded as the same. Quotation should be ***inclusive*** of tax. The total Approved Budget Contract (ABC) for the project is **TWO HUNDRED FIVE THOUSAND PESOS ONLY (P 205,000.00).**

Interested bidders must submit originally signed quotations together with their eligibility requirement and shall be placed in a sealed envelope with the signature of the bidder or the duly authorized representative on the flap not later than **9:00 A.M. of November 22, 2023**, by online submission or by courier or by hand-addressed to:

BAC Secretariat

Department of Education-Schools Division of Baguio
#82 Military Cut-Off Road, Baguio City

For inquiries, kindly contact any of the BAC Secretariat: Vima, Natalie, Pear Joan, Reymark at DepEd-SDO Baguio City, with telephone number (074) 442-4326-7819. Upon receipt of the quotation/s on the submission deadline, the BAC shall open the quotations.

Very truly yours,


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
BAC Chairperson



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I. QUOTATION FORM
RFQ No. 2023- 11-316

PROJECT: LEASE OF VENUE WITH ACCOMMODATION AND CATERING SERVICES FOR THE CONDUCT OF MADRASAH EDUCATION PROGRAM IMPLEMENTATION REVIEW

ABC:PhP 205,000.00

Item No.	ITEM DESCRIPTION	Unit	Qty	Unit Price Ceiling (PhP)	Price Ceiling (PhP)	Supplier's Offer (State Comply, not comply and/or other preferences)	Unit Price	Total Price
	November 30, 2023 AM Snack, Lunch, PM Snack, Dinner, Loding	pax	50	1,800.00	90,000.00			
	December 1, 2023 Breakfast, AM Snack, Lunch, PM Snack, Dinner, Loding	pax	50	2,000.00	100,000.00			
	December 2, 2023 Breakfast, AM Snack, Lunch,	pax	50	300.00	15,000.00			
TECHNICAL SPECIFICATIONS								
Item Description						Supplier's Offer (State Comply/ not comply and/or other preferences)		
1.	Availability: Must be available on the following date: Check-In: November 30, 2023; 10 AM onwards Check Out: December 2, 2023; 12:00 noon onwards							
2	Location and Site Condition: 2.1 Outside Baguio City							



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	2.2 Accessible using various transportation 2.3 With parking space 2.4 With Seashore	
3	Neighborhood Data: 3.1 Sanitation and Health Condition: Service provider must have very satisfactory sanitation and health condition	
4.	Venue:	
	4.1 Structural Condition: a. Buildings should be concrete and earthquake resistance	
	4.2 Functionality of Conference Hall: a. Free strong internet wi-fi connectivity b. One (1) airconditioned session hall c. With tables and chairs that can accommodate 50 participants following safety and health protocols based on IATF and LGU issuances d. With audio and video systems e. With 3 microphones	
	4.3 Functionality of Room Arrangement/Accommodation: a. Airconditioned rooms good for sharing with at least four (4) persons per room b. Two (2) solo airconditioned rooms c. Fully air conditioned with televisions and free toiletries, 24 hours hot and cold shower and have strong unlimited internet wifi connection	
	4.4 Functionality of Lights, Ventilation, and Air Condition: The venue should be well-lighted and air-conditioned functioning and well ventilated	
	4.5 Functionality of Space Requirement: Could accommodate at least 23 participants	
	4.6 Facilities (Water Supply and Toilet): The water supply should be ample/sufficient and toilet bowls are in good condition	
	4.7 Facilities (Lighting System): Venue and rooms should be well lighted	
	4.8 Facilities (Elevator): Very satisfactory condition for a 4 story and above building	



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	4.9 Facilities (Fire Escapes): Fire exits should be within the training venue	
	4.10 Facilities (Firefighting Equipment): Fire Extinguishers should be accessible to the participants	
	4.11 Facilities (Internet and telecommunication): Free Strong Internet/WIFI Connection at least 100 Mbps in halls and rooms	
	4.12 Facilities (Audio and visual equipment): Free use of Good Projectors (HDMI and VGA) with screen (2 set), Availability of Microphones, and sound system with a standby technical assistant during training. The visual projection must be at the center stage. Availability of extension wires/cords.	
	4.13 Other Requirements (Maintenance): The training venue should be cleaned daily	
	4.14 Other Requirements (Security): Security personnel should be within the vicinity for urgent concerns	
	4.15 Catering Services: In house menu provided that: Breakfast: 2 main dishes, rice, bread, vegetable salads, fresh fruits, choice of hot tea/chocolate or coffee, milo and water For Lunch and Dinner: 3 main dishes (choice of meat: chicken, pork or beef; vegetables & fish/shrimp), soup, rice, desert (fruits or salad), drinks (refreshments, no carbonated drinks) Snacks: Freshly cooked products with refreshments NOTE: free-flowing brewed coffee/hot chocolate/milk/tea, creamer, brown sugar, mineral/purified drinking water, candies and nuts; Halal food for Muslim Participants. If Halal food is not available, a vegetarian meal, seafood, fish, chickens and beef is recommended. With serving station November 30, 2023: AM Snacks, Lunch, PM Snacks, Dinner December 1, 2023: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner December 2, 2023: Breakfast, AM Snacks	
	4.18 Client's Satisfactory Rating: Very Satisfactory	
	Increase in covers: <ol style="list-style-type: none"> 1. The service provider is guaranteed 95% of the check-in participants. 2. The service provider should prepare a buffer of 10% of 	



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	the above number of participants per date.	
	TOTAL	

Respectfully returned to the Chairman of the BAC, DepEd-SDO Baguio City, with prices (inclusive of tax) herein quotes. All requirements/terms/ conditions specified by that Office in this RFQ (Section 1 and Section II) are hereby accepted.

Name of Business and Signature of Supplier

Contact No. _____

Email Address: _____



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II. TERMS AND CONDITIONS

RFQ No. 2023-11-316

A. Submission of Quotations

The Requests for Quotation documents can be faxed or emailed to you upon request provided you provide your telefax number/email address. These may also be taken at the BAC Secretariat of the DepEd - Schools Division of Baguio City.

Quotations and any other requirement stated below should be received or if through courier should be addressed at the BAC Secretariat of the DepEd-Schools Division Office of Baguio City, #82 Military Cut-off Road, Baguio City. **On or before 9:00 AM of November 22, 2023.** Quotations submitted by the supplier should be **inclusive of tax.**

B. Requirements

1. The supplier shall submit duly accomplished/signed **Request for Quotation (RFQ) Documents (Section I and Section II)** together with copies of the following:

- i. 2023 Mayor's Permit/Business Permit
- ii. Certificate of PhilGEPS Registration - Red Membership

On or before 9:00A.M. of November 22, 2023

2. The Lowest Responsive Calculated Bidder (LRCB) shall submit the following prior to the issuance of a Notice of Award (NOA):

- i. Income/business tax return
- ii. Revised Omnibus Sworn Statement

Prior to Notice of Award (NOA)

C. Award/Contract

1. The venue being offered by the prospective lessor with the Lowest Calculated Quotation shall then be rated in accordance to the attached Table of Rating Factors for Lease of Venue. The passing rate is 90%. The raters would be the TWG and the End-User. A bid is determined to be responsive if it is equal to or higher than the passing rate.



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2. Upon determination of the responsiveness of the quotation, the BAC shall recommend to the HOPE the award of contract in favor of the said Lessor.
3. DepEd-SDO Baguio City shall award the Contract/Purchase Order to the supplier whose offer is determined to be the lowest complying/calculated responsive quotation.
4. Attached is the Table of Rating Factors for Lease of Venue for the reference of the bidder/supplier.

D. Deliveries and Inspection

1. Meals should be served on time. Unless otherwise instructed by the end-user/organiser, Breakfast should be served from 6:30 am -7:25am; AM snacks between 9:45am-10:15am; Lunch between 11:45-12:24pm; PM snacks between 2:45pm-3:15pm and dinner between 6:30pm-8:00pm.

E. DepEd-SDO Baguio City reserves the right to accept or reject any quotation, to annul or cancel the process, and to reject all quotations at any time prior to the award of the Purchase Order, without thereby incurring any liability to the affected supplier(s). It has no expense incurred whatsoever to compensate the supplier for any expense incurred in the preparation of the quotation nor does it have any obligation to inform the affected supplier(s) of the reasons of its decision.

I hereby concur/certify to comply with the above terms/conditions:

Name of supplier

Signature Over Printed
Name of Representative

Date



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