



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

**REQUEST FOR QUOTATION**  
**RFQ No. 2024 -01-012**

**PROJECT: LEASE OF VENUE WITH CATERING SERVICES FOR THE CONDUCT OF PRE-PLANNING FOR THE DIVISION ASSESSMENT TEST**

**INVITATION**

Date: January 08, 2024

**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 CATERING SERVICES FOR THE CONDUCT OF PRE-PLANNING FOR THE DIVISION ASSESSMENT TEST** scheduled on January 20, 2024 to be held within 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 for the project is **SEVENTY ONE THOUSAND FOUR HUNDRED PESOS ONLY (P 71,400.00).**

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 January 15, 2024**, 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. 2024- 01-012**

**LEASE OF VENUE WITH CATERING SERVICES FOR THE CONDUCT OF PRE-  
 PLANNING FOR THE DIVISION ASSESSMENT TEST**

**ABC:PhP 71,400.00**

Item No.	ITEM DESCRIPTION	Unit	Qty	Unit Price Ceiling (PhP)	Price Ceiling (PhP)	Supplier's Offer <small>(State Comply, not comply and/or other preferences)</small>	Unit Price	Total Price
	<b>January 20, 2024</b> AM Snack, Lunch, PM Snack	pax	119	600.00	71,400.00			
<b>TECHNICAL SPECIFICATIONS</b>								
	<b>Item Description</b>					<b>Supplier's Offer (State Comply/ not comply and/or other preferences)</b>		
1.	<b>Availability:</b> a. Available on January 20, 2024							
2.	<b>Location and Site Condition:</b> a. Within Baguio City							
3.	<b>Neighborhood Data:</b> a. Not congested neighbourhood							
4.	<b>Venue:</b>							
	<b>4.1 Structural Condition:</b> a. Buildings should be concrete and earthquake resistance							
	<b>4.2 Functionality of Conference Hall:</b> a. Table and chair set-up							



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	<ul style="list-style-type: none"> <li>b. Free strong internet/wifi connection</li> <li>c. One large airconditioned session/plenary hall with complete audio and video system</li> <li>d. With 3 microphones</li> <li>e. Can accommodate 119 participants following the safety and health protocols based on IATF and LGU issuances</li> <li>f. Complimentary Use of Projector screen and table for LCD Projector</li> <li>g. Free and steady wi-fi connection</li> <li>h. Accessible electrical outlets</li> <li>i. Audible/operational sound system</li> </ul>	
	<p><b>4.3 Functionality of Lights, Ventilation, and Air Condition:</b> The venue should be well-lighted and air-conditioned functioning and well ventilated</p>	
	<p><b>4.4 Functionality of Space Requirement:</b> Could accommodate at least 119 pax for session / plenary hall with audio and video systems (2 microphones each)</p>	
	<p><b>4.5 Facilities (Water Supply and Toilet):</b> The water supply should be ample/sufficient and toilet bowls are in good condition</p>	
	<p><b>4.6 Facilities (Lighting System):</b> Venue should be well lighted</p>	
	<p><b>4.7 Facilities (Fire Escapes):</b> Fire exits should be within the training venue</p>	
	<p><b>4.8 Facilities (Firefighting Equipment):</b> Fire Extinguishers should be accessible to the participants</p>	
	<p><b>4.9 Facilities (Internet and telecommunication):</b> Free Strong Internet/WIFI Connection at least 100 Mbps in halls and rooms</p>	
	<p><b>4.10 Facilities (Audio and visual equipment):</b> Complete audio and visual systems with LCD projectors (HDMI and VGA parts) per hall, and extension wires</p>	
	<p><b>Catering Services: Catering Services:</b>  <b>January 20, 2024</b>  <b>AM Snack, Lunch, Dinner</b></p> <p><b>AM Snack:</b> Big size carrot cake with juice in can  <b>LUNCH:</b> Rice, Fried fish, pinakbet, nilagang baka  <b>PM Snack:</b> Chicken Sandwich with juice in can</p>	



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	<b>4.18 Client's Satisfactory Rating:</b> Very Satisfactory	
	<b>TOTAL</b>	

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. 2024-01-012**

### **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 January 15, 2024.** 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. 2024 Mayor's Permit/Business Permit
- ii. Certificate of PhilGEPS Registration - Red Membership

**On or before 9:00A.M. of January 15, 2024**

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 80%. 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.
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.



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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, AM snacks should be served 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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