



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

**REQUEST FOR QUOTATION (RFQ)**

**PROJECT NO:** [DepED-RO6-D1-LEASE-MEALS-LODGING-GAWAD-PAGKILALA-ISPORTS-053-2025](#)

The Department of Education Schools Division of Aklan, through its Bids and Awards Committee (BAC) invites the suppliers to submit quotation and to bid for the hereunder list of procurement:

Name of Project: **LEASE OF VENUE WITH CATERING SERVICES AND LODGING FOR THE CONDUCT OF GAWAD PAGKILALA SA LARANGAN NG ISPORTS**

Funding Source: **Government of the Philippines (GoP) 2025**

Approved Budget Cost: **Php2,094,000.00**

Mode of Procurement: **Negotiated Procurement – Two Failed Biddings**

The Department of Education Schools Division of Aklan, through its Bids and Awards Committee (BAC), now invites quotations for the following goods:

**I. Schedule of Requirements**

No.	Title of Training/Activity	Particulars	No. of Pax & Days/ Quantity	Delivered, Weeks/ Months
Lot1	LEASE OF VENUE WITH CATERING SERVICES AND LODGING FOR THE CONDUCT OF GAWAD PAGKILALA SA LARANGAN NG ISPORTS	<p><b>Meals and Accommodation</b></p> <p><i>(Pre-planning Conference and Ocular Inspection for Conduct of the Gawad Pagkilala sa Larangan ng Isports)</i></p> <p><i>Preferably in Malay, Aklan</i></p>	<p><b>20 pax</b></p> <p><b>1<sup>st</sup> meal for Day 1 is A.M. Snack and last meal for Day 2 is P.M. Snack</b></p> <p><b>Meals and Accommodation for 2 Days</b></p>	<p><b>July, 2025</b></p> <p><b>Php52,000.00</b></p>

		<p><b>Meals, Venue, Accommodation, Equipment Rental</b> <b>(Conduct of the Gawad Pagkilala sa Larangan ng Isports)</b></p> <p><b>Preferably in Malay, Aklan</b></p> <p><b>Choir and Dancers</b> <b>(Conduct of the Gawad Pagkilala sa Larangan ng Isports)</b></p> <p><b>Preferably in Malay, Aklan</b></p>	<p><b>340 pax</b></p> <p><b>1<sup>st</sup> meal for Day 1 is A.M. snack and last meal for Day 3 is P.M. Snack</b></p> <p><b>Meals and Accommodation for 3 Days</b></p> <p><b>80 pax</b></p> <p><b>1<sup>st</sup> meal for Day 1 is A.M. snack and last meal for Day 3 is P.M. Snack</b></p> <p><b>Meals and Accommodation for 3 Days</b></p>	<p><b>August, 2025</b></p> <p><b>Php2,042,000.00</b></p>
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II. Technical Specifications

Item	Specification	Statement of Compliance
		<p>[Bidders must state here either <b>“Comply”</b> or <b>“Not Comply”</b> against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to</p>

		<i>be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
<b>Venue/Hall</b>	<p>Preferably within Malay, Aklan</p> <p>Must be high ceiling of at least 8 meters high</p> <p>Can accommodate at least 500 pax</p> <p>With free rental of chairs, tables, and red carpet from entrance to the stage</p> <p>Inclusive of services for installation and rental of decorations specified in the sample design</p> <p>Must have at least 10 microphones</p> <p>Can provide lights and sounds intended for evening events</p> <p>With spotlight</p> <p>Can accommodate until the duration of events rehearsal and gala night 7:00 AM - 10:00 PM</p> <p>Led Wall (2.058m x 3.660m)</p> <p>Accessible and fast (WIFI at least 50 Megabytes per second (MBps) with enough access points to accommodate approximately 60 devices simultaneously</p>	
<b>Meals/Catering Services</b>	<p>Snacks – sandwiches and juice</p> <p>Lunch – rice, viand (1 meat, 1 fish, and 1 vegetable), and fruit juice</p> <p>Breakfast and dinner - semi-buffet with 3 different viands of meat, fish, and vegetable.</p> <p>Free flowing coffee, chocolate, and tea</p>	
<b>Lodging</b>	<p>Toiletries must be replenished per day</p> <p>Towels must be changed as requested</p> <p>Bedding must be replaced every other day</p> <p>Rooms and comfort rooms must be cleaned and sanitized/disinfected everyday</p>	

**Additional Evidence Needed to Comply with the Technical Specifications:**

**(To be submitted during the Opening of Bids).**

- 1. Certified True Copy of Valid Sanitary Permit to Operate issued by the Local Health Office.
  - 2. Certified True Copy of Valid Fire Safety Inspection Certificate
  - 3. Original Copy of the Signed/Certified List of Facilities/Amenities of the Bidder to show that it has the following as required for this procurement with attached appropriate evidence of ownership:
    - a. Tables and Chairs with Cover *(specify the product type and total number of units available for use)*
    - b. Sound system, with clear audio, with at least 10 microphones, preferably wireless, with audio and video connection to laptop/PC. *(specify the product type and total number of units available for use)*
    - c. Projector and screen. *(specify the product type and total number of units available for use)*
    - d. Extension cords. *(specify the product type and total number of units available for use)*
    - e. Hot and Cold-water dispenser *(specify the product type and total number of units available for use)*
    - f. Total number of bedrooms as to bed size or occupancy.
  - 4. Original Copy of Signed List of Manpower/Staff who will be assigned to assist the needs of participants.
- Original Copy of Signed List of the Proposed Primary Menu with Alternate Menu for the whole duration of the activity.

**III. Quotation Form**

Quantity	Unit	Name of Articles	Unit Price	Total Price
1	Lot	Meals and Accommodation ( <i>Pre-planning Conference and Ocular Inspection for Conduct of the Gawad Pagkilala sa Larangan ng Isports</i> ) - 20 pax  <b>July, 2025</b>		
		Meals, Venue, Accommodation, Equipment Rental ( <i>Conduct of the Gawad Pagkilala sa Larangan ng Isports</i> ) - 340 pax  Meals, Venue, Accommodation, Equipment Rental  Choir and Dancers - 80 pax  <b>August, 2025</b>		
Total Amount (Php):				
Total Amount in Words:				

**IV. Terms and Conditions:**

- 1. Delivery Period: As stated in the Schedule of Requirements
- 2. Delivery Site: As stated in the Schedule of Requirements
- 3. Price Validity: 120 days from submission of quotation
- 4. Warranty: No Warranty
- 5. Price is inclusive of all costs and applicable taxes.

**This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.**

Suppliers Business Name:

PhilGEPS Reg. No. RED ☐

Address:

TIN:

Contact Number:

Email Address:

VAT ☐ Non-VAT ☐ VAT Exempt ☐

**Supplier’s Signature Over Printed Name**

Note:

*Attached herein as “Annex A” is the Table of Rating Factors for Lease of Venue. The same shall be used as a basis for the award of the contract in accordance with the IRR of R.A. 12009.*

**Documentary Requirements:**

- 1. PhilGEPS Registration Certificate:
- 2. SEC Registration Certificate for Corporations/DTI Certificate for Sole Proprietorship/or CDA for Cooperatives
- 3. Mayor’s/Business Permit
- 4. Professional License/Curriculum Vitae (Consulting Services)
- 5. PCAB License (infrastructure)
- 6. Income tax return and Audited Financial Statements
- 7. Omnibus Sworn Statement (For ABC's higher than 50k)
- 8. If an Authorized Representative will sign and/or process the documents, submit:
  - For Individuals: A Special Power of Attorney
  - For Corporations: A Board Resolution or Secretary's Certificate

*Note: Submit three (3) copies of each applicable documentary requirement mentioned above. For documents that are not original copies, they must be labeled as "Certified True Copy" and signed by an authorized signatory.*

The Schedule of BAC Activities are as follows:

Activity	Date and Time	Venue
Issuance of RFQ	July 17 to 19, 2025 8:00 AM – 5:00 PM	DepED Schools Division of Aklan, Poblacion, Numancia, Aklan
Pre-Bid Conference	Not applicable	Not applicable
Submission & Receipt of Canvass	On or before July 21, 2025 9:00 AM	DepED Schools Division of Aklan, Poblacion, Numancia, Aklan

DepED reserves the right to accept or reject any or all canvasses, to annul the procurement process, or declare failure of procurement at any time prior to contract award without thereby incurring any liability to the affected parties.

For further information, please refer to:

**JUNE R. PATRICIO**  
Secretariat  
Bids and Awards Committee (BAC)  
Department of Education, Schools Division of Aklan,  
Poblacion, Numancia, Aklan,  
Telephone No. (036) 265-3744 local 109  
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**RAMON D. PARAS JR. EdD**  
BAC Chairperson

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING (%)
I.	Availability	(100)	
II.	Location and Site Condition		
	1. Accessibility	(70)	
	2. Parking Space Above minimum (>2) = 30% Meets minimum (2) = 20% Below minimum (<2) = 10% None = 0%	(30)	
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	
	2. Police and fire station	(25)	
	3. Restaurant	(25)	
	4. Banking and Postal	(25)	
IV.	Venue		
	a. Structural condition	(20)	
	b. Functionality		
	i. Conference Rooms	(10)	
	ii. Room arrangement (e.g., single, double, etc.)	(5)	
	iii. Light, ventilation, and air conditioning	(5)	
	iv. Space requirements	(5)	
	c. Facilities		
	i. Water supply and toilet	(4)	
	ii. Lighting system	(5)	
	iii. Elevators	(4)	
	iv. Fire escapes	(4)	
	v. Firefighting equipment	(4)	
	vi. Internet and Telecommunications	(4)	
	vii. Audio visual equipment	(5)	
	d. Other requirements		
	i. Maintenance	(5)	
	ii. Attractiveness	(5)	
	iii. Security	(5)	
	e. Catering Services	(5)	
	f. Client’s Satisfactory rating	(5)	
		100	
I.	Availability	x (.5)	
II.	Location and Site Condition	x (.1)	
III.	Neighborhood Data	x (.05)	
IV.	Venue	x (.35)	
FACTOR VALUE			
PASSING RATE			85%