



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

**REQUEST FOR QUOTATION (RFQ)**

PROJECT NO: [DepEd-Aklan-NP-TFB-156-2025](#)

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 VARIOUS SNED DIVISION TRAININGS – Lot 1 (THREE-DAY DIVISION WORKSHOP ON BASIC AND ACTION RESEARCH FOR SNED AND RECEIVING TEACHERS)**

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

Approved Budget  
Cost: **Php340,400.00**

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

1. The Department of Education, Schools Division of Aklan, through the General Appropriations Act (GAA) 2024 intends to apply the total sum of **THREE HUNDRED FORTY THOUSAND FOUR HUNDRED PESOS (Php340,400.00)** being the ABC to payments under the contract for the **LEASE OF VENUE WITH CATERING SERVICES AND LODGING FOR THE CONDUCT OF VARIOUS SNED DIVISION TRAININGS – Lot 1 (THREE-DAY DIVISION WORKSHOP ON BASIC AND ACTION RESEARCH FOR SNED AND RECEIVING TEACHERS)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

No.	Title of Training/Activity	Particulars	No. of Pax & Days/ Quantity	Amount (Php)	Approved Budget for the Contract (ABC)  (Php)
Lot 1	<b>THREE-DAY DIVISION WORKSHOP ON BASIC AND ACTION RESEARCH FOR SNED AND RECEIVING TEACHERS</b>	Venue, Meals, and Accommodation  <i>Preferably in Malay, Aklan</i>	74 pax  1st meal for Day 1 is A.M. Snack and last meal for Day 3 is P.M. Snack  Venue, Meals, and Accommodation for 3 Days	Php340,400.00	Php340,400.00
		<b>Total Approved Budget for the Contract (ABC)</b>			<b>Php340,400.00</b>

2. The Department of Education Schools Division of Aklan through the Bids and Awards Committee (BAC) now invites quotations for the above-mentioned Procurement Project.
3. The Procurement procedure for this requirement is Negotiated Procurement for Two-Failed Biddings pursuant to Section 53.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline to the BAC and which would meet the minimum technical specifications required.

4. A complete set of Request for Quotation (RFQ) may be acquired by interested Bidders on **November 14, 2025 to November 18, 2025** from the given address and website(s).
5. Three (3) copies of the Request for Quotation (RFQ) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission on **November 18, 2025, on or before 5:00 PM** at **Schools Division Office, Poblacion, Numancia, Aklan.**
6. **Interested bidders shall submit the following documents in sealed envelopes, labeled as “Negotiated Procurement for Two-Failed Biddings”, with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.**

**A. Eligibility and Technical Documents**

- a) Valid PhilGEPS Registration Certificate;
- b) Mayor's/Business Permit;
- c) Income tax return and Audited Financial Statements; and
- d) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid; and
  - b. Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary's Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall submit Special Power of Attorney executed by the partners or single proprietorship; whichever is applicable.

**B. Financial Documents**

- a) Original of duly signed and accomplished Financial Bid Form; and
- b) Original of duly signed and accomplished Price Schedule(s)

## ***Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

No.	Title of Training/Activity	Particulars	No. of Pax & Days/ Quantity	Delivered, Weeks/ Months
Lot 1	LEASE OF VENUE WITH CATERING SERVICES AND LODGING FOR THE CONDUCT OF VARIOUS SNED DIVISION TRAININGS – Lot 1 (THREE-DAY DIVISION WORKSHOP ON BASIC AND ACTION RESEARCH FOR SNED AND RECEIVING TEACHERS)	Venue, Meals, and Accommodation  <i>Preferably in Malay, Aklan</i>	74 pax  1st meal for Day 1 is A.M. Snack and last meal for Day 3 is P.M. Snack  Venue, Meals, and Accommodation for 3 Days	<b>On the Scheduled Date of Activity</b>

## ***Technical Specifications***

Item	Specification	Statement of Compliance
		[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



		<p><i>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 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></p>
<b>Venue/Hall</b>	<p>Preferably within Malay, Aklan</p> <p>Must have at least functional: sound system, 4 microphones, 1 projector, and 4 extension wires</p> <p>Can accommodate 74 pax</p> <p>With free rental of chairs and tables</p> <p>Airconditioned hall/venue</p> <p>Accessible Strong Internet Connection (up to 100 mbps)</p> <p>Free flowing water (hot and cold)</p>	
<b>Meals/ Catering Services</b>	<p>Snacks AM and PM – 1 bread and pasta/sandwiches, 1 bottled drink: soda, juice, and water</p> <p>Breakfast, Lunch, and Dinner – rice, 3 main dishes (1 fish, 1 pork/beef, 1 vegetable dish, 1 dessert/fruit, 1 bottled soda/juice/water)</p> <p>Free flowing water, coffee, chocolate, and tea</p>	
<b>Lodging</b>	<p>No sharing of bed</p> <p>Toiletries must be replenished per day</p> <p>Towels must be changed as requested</p> <p>Rooms and comfort rooms must be cleaned and sanitized/disinfected everyday</p> <p>Accessible WIFI with excellent internet connectivity (up to 100 mbps)</p> <p>Airconditioned room</p>	

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

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

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 Signed List of Manpower/Staff who will be assigned to assist the needs of participants.

**I. Quotation Form**

Quantity	Unit	Name of Articles	Unit Price	Total Price
1	Lot	LEASE OF VENUE WITH CATERING SERVICES AND LODGING FOR THE CONDUCT OF VARIOUS SNED DIVISION TRAININGS – Lot 1 (THREE-DAY DIVISION WORKSHOP ON BASIC AND ACTION RESEARCH FOR SNED AND RECEIVING TEACHERS)		
Total Amount (Php):				
Total Amount in Words:				

**II. 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**

The Schedule of BAC Activities are as follows:

Activity	Date and Time	Venue
Issuance of RFQ	November 14 to 18, 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 November 18, 2025 5:00 PM	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

E-Mail: [sdoaklan.bac@deped.gov.ph](mailto:sdoaklan.bac@deped.gov.ph)

**RAMON D. PARAS JR., EdD**  
BAC Chairperson

## Bid Data Sheet

ITB Clause	
5.3	a. Not Applicable
12	The price of the Goods shall be quoted DDP <b>DepEd Aklan Division Office, Poblacion, Numancia, Aklan.</b>
14.1	Not applicable.
19.3	<i>Refer to Section VI. Schedule of Requirements</i>
20.2	Not Applicable
21.2	<i>[List here any additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity.]</i> NONE



## ***General Conditions of Contract***

### ***1. Scope of Contract***

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

### ***2. Advance Payment and Terms of Payment***

- 2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

### ***3. Performance Security***

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity, but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184, accompanied by



an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such bond or security.

***Please note: The validity of the Performance Security must be until the issuance of the Certificate of Final Acceptance by the Procuring Entity.***

#### **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

#### **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

#### **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Special Conditions of Contract***

<b>GCC Clause</b>	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract.]</i></p> <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p>The delivery terms applicable to this Contract are delivered <b>in accordance with the terms specified in Section VI (Schedule of Requirements)</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <b>Mr. Keneth G. Iglesias, Admin. Officer IV (Supply Officer)</b>.</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p>

	<p>a. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract;</p>
	<p>The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p>



	<p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>
	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p>

	The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.
2.2	<p><b>Schedule of Payment –</b></p> <p>The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days from submission of documents under this Contract shall be as follows:</p> <ul style="list-style-type: none"> <li>a. Partial or staggered payment on the partial or staggered delivery of the Goods procured.</li> <li>b. Full Payment upon completion of the project.</li> </ul> <p>Payment shall be made only after all of the following requirements have been submitted:</p> <ul style="list-style-type: none"> <li>a. Request for Payment</li> <li>b. Copy of Contract</li> <li>c. Certification issued by the Procuring Entity that the delivered goods have been duly inspected and accepted</li> <li>d. Signed Delivery Receipts</li> <li>e. Signed Inspection and Acceptance Report (IAR)</li> </ul>
4	The inspections and tests that will be conducted are: <i>NONE</i>

**Price Schedule for Goods Offered from Within the Philippines**  
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of Origin	Quantity	Unit Price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8 )	Total Price delivered Final Destination (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_



# Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant],  
after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

1. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and

8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*