



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Date: November 25, 2025
RFQ No.: 2025-11-379

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Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number (**required**): _____

The Department of Education - Regional Office IX, through its Bids and Awards Committee (BAC), intends to Board and Lodging for the conduct of 2025 Region IX VINTA Awards on January 2026 at Pagadian City in accordance with Section 34 Small Value Procurement of the RA 12009.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than 1:30 PM, December 2, 2025. Along with the quotation/proposal, kindly submit a copy of your PhilGEPS Registration Number and Mayor's/Business Permit.

A valid **Certificate of PhilGEPS Registration** (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

A notarized **Omnibus Sworn Statement** (GPPB-prescribed form) will also be required to be submitted prior to award.

Open quotations may be submitted, manually or through facsimile or email at the address indicated below.

For any clarification, you may email us at region9.bac@deped.gov.ph

DR. GREGORIO CYRUS R. ELEJORDE, CESO V
BAC Chairman

Board and Lodging for the conduct of 2025 Region IX VINTA Awards on January 2026 at Pagadian City	ABC	₱630,000.00
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BIDDER'S STATEMENT OF COMPLIANCE

Please fill up with either:
"Comply" or "Not Comply"

TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	REMARKS: Offered Technical Specifications / Services
Board and Lodging		
December 4, 2025 Lunch, PM Snack, Dinner, & Accommodation		
December 5, 2025 Breakfast & AM Snack		
Rental of LED Wall and Sound System with atleast 12 to 15 microphones		
LED Wall: Indoor LED Wall at least 9 feet length & 13 feet width with 40 panels or more		
Venue Requirements:		
1. Must provide a fully air-conditioned plenary hall that can accommodate at least 300 participants. 2. Must have the following: <ul style="list-style-type: none">• Quality sound system & Led Wall• Ten (10) microphones• Two (2) projectors with widescreens 3. Must have 24/7 high-speed Wi-Fi connectivity. 4. Must provide flowing brewed coffee, hot chocolate, and hot water available in the plenary hall. 5. Must have sufficient and well-maintained comfort rooms (CRs) for both male and female participants. 6. Must provide at least two (2) buffet food stations to ensure efficient service.		
Room Accommodation:		
1. Fully air-conditioned rooms with a minimum of four (4) occupants per room. 2. Each room must be provided with: <ul style="list-style-type: none">• Clean bath towels• Basic toiletries• Electric water heater, coffee, and potable drinking water		
Other Requirements:		
1. Free provision of nine (9) pieces of backdrop/tarpaulin (3 ft. x 5 ft.) for the activity. 2. Must ensure maintained cleanliness in all areas: function hall, restrooms, rooms, hallways, dining area, and coffee/water stations. 3. Free use of service vehicles available on-call for emergency purposes.		

*** nothing follows ***

Terms of Payment:

Payment shall be made through LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

YOUR QUOTATION:

Summary of Approved Budget				Offered Quotation			
Item	Qty.	Unit	Unit Price	Item	Qty.	Unit Price	Total
Board and Lodging				Board and Lodging			
December 4, 2025				December 4, 2025			
Lunch, PM Snack, Dinner, & Accommodation	300	pax	1,700.00	Lunch, PM Snack, Dinner, & Accommodation			
December 5, 2025				December 5, 2025			
Breakfast & AM Snack	300	pax	300.00	Breakfast & AM Snack			
Rental of LED Wall and Sound System with atleast 12 to 15 microphones	1	unit	30,000.00	Rental of LED Wall and Sound System with atleast 12 to 15 microphones			
LED Wall: Indoor LED Wall at least 9 feet length & 13 feet width with 40 panels or more				LED Wall: Indoor LED Wall at least 9 feet length & 13 feet width with 40 panels or more			
Venue Requirements:				Venue Requirements:			
1. Must provide a fully air-conditioned plenary hall that can accommodate at least 300 participants.				1. Must provide a fully air-conditioned plenary hall that can accommodate at least 300 participants.			
2. Must have the following:				2. Must have the following:			
• Quality sound system & Led Wall				• Quality sound system & Led Wall			
• Ten (10) microphones				• Ten (10) microphones			
• Two (2) projectors with widescreens				• Two (2) projectors with widescreens			
3. Must have 24/7 high-speed Wi-Fi connectivity.				3. Must have 24/7 high-speed Wi-Fi connectivity.			
4. Must provide flowing brewed coffee, hot chocolate, and hot water available in the plenary hall.				4. Must provide flowing brewed coffee, hot chocolate, and hot water available in the plenary hall.			
5. Must have sufficient and well-maintained comfort rooms (CRs) for both male and female participants.				5. Must have sufficient and well-maintained comfort rooms (CRs) for both male and female participants.			
6. Must provide at least two (2) buffet food stations to ensure efficient service				6. Must provide at least two (2) buffet food stations to ensure efficient service			
Room Accommodation:				Room Accommodation:			
1. Fully air-conditioned rooms with a minimum of four (4) occupants per room.				1. Fully air-conditioned rooms with a minimum of four (4) occupants per room.			
2. Each room must be provided with:				2. Each room must be provided with:			
• Clean bath towels				• Clean bath towels			
• Basic toiletries				• Basic toiletries			
• Electric water heater, coffee, and potable drinking water				• Electric water heater, coffee, and potable drinking water			
Other Requirements:				Other Requirements:			

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation(s) must be *valid for a period of thirty (30) calendar days* from the date of submission.
3. Price quotation(s), to be denominated in Philippine peso include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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).
7. The item(s) shall be delivered according to the requirements specified in the Technical Specifications.
8. The Technical Working Group (TWG) shall have the right to inspect and/or test the item(s)/goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. 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. The BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other course of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address