



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

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Date: January 5, 2026  
RFQ No.: 2026-01-005

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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 Procurement of Board and Lodging for Regional Orientation on the Utilization of Self-Instructional LAC Resource on STEM Education Collaboration Expertise Session on January 15-16, 2026 in 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, January 9, 2026. 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](mailto:region9.bac@deped.gov.ph)

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

Procurement of Board and Lodging for Regional Orientation on the Utilization of Self-Instructional LAC Resource on STEM Education Collaboration Expertise Session on January 15-16, 2026 in Pagadian City	ABC	₱216,000.00
BIDDER'S STATEMENT OF COMPLIANCE		Please fill up with either: "Comply" or "Not Comply"
<b>TECHNICAL SPECIFICATIONS</b>		
TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	REMARKS: Offered Technical Specifications / Services
<b>Day 0 - January 13, 2026</b>		
Participants - Accommodation with (Dinner and PM Snacks)		
<b>Day 1 - January 14, 2026</b>		
Participants - Accommodation with (3 Meals and 2 Snacks)		
Guest Speaker (Ms Wincy) - Meals (2Meals & 1Snack)		
Guest Speakers (DBM) - Accommodation & Dinner		
<b>Day 2 - January 15, 2026</b>		
Participants - Accommodation with (3 Meals and 2 Snacks)		
Guest Speakers (DBM) - Meals (2 Meals & 2 Snacks)		
<b>Day 3 - January 16, 2026</b>		
Participants - Meals with (2 Meals and AM Snacks)		
<b>A. Venue and Facilities</b>		
The service provider must provide a spacious, fully air-conditioned plenary hall capable of accommodating at least one hundred thirty-four (134) participants, with appropriate seating arrangement and sufficient space for speakers, facilitators, and technical equipment.		
The venue must be available for the entire duration of the activity and be exclusively reserved during scheduled sessions, including extended use until 12:00 midnight (12:00 MN), as participants are expected to conduct overnight review and finalization of their financial reports.		
The venue must be equipped with stable and reliable 24/7 Wi-Fi internet connectivity accessible to all participants and organizers.		
The service provider must provide a quality sound system with at least four (4) functional microphones (wired and/or wireless), including necessary audio accessories.		
The venue must have a functional LCD projector, projection screen, and podium/lectern suitable for plenary sessions.		
The venue must have adequate lighting, ventilation, and acoustics conducive to learning and workshop activities.		
The facility must have sufficient, clean, and accessible comfort rooms, including provisions for persons with disabilities (PWDs), where applicable.		
The venue must comply with safety and security standards, including fire exits, emergency lighting, and basic first-aid capability.		
<b>B. Accommodation</b>		
The service provider must provide clean, safe, and secure guest rooms within the same facility or in a nearby accommodation establishment.		
Rooms must have functional private bathrooms with guaranteed 24/7 water availability.		

Rooms must be equipped with basic amenities such as beds, linens, towels, toiletries, adequate lighting, and proper ventilation or air conditioning.		
Daily housekeeping services must be provided throughout the duration of the participants' stay.		
The accommodation facility must observe standard sanitation, cleanliness, and security protocols.		
<b>C. Meals and Snacks</b>		
Meals must be served in accordance with the approved and agreed menu.		
Food must be freshly prepared and served with mineral water, as well as unlimited coffee, tea, or chocolate drink.		
The service provider must ensure proper food preparation, handling, and sanitation in full compliance with applicable health and safety standards.		
Special dietary requirements (e.g., halal, vegetarian, or medically prescribed diets), when requested in advance, must be reasonably accommodated.		

\*\*\* *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
Day 0 - January 13, 2026				Day 0 - January 13, 2026			
Participants - Accommodation with (Dinner and PM Snacks)	134	pax	850.00	Participants - Accommodation with (Dinner and PM Snacks)	134		
Day 1 - January 14, 2026				Day 1 - January 14, 2026			
Participants - Accommodation with (3 Meals and 2 Snacks)	134	pax	1,500.00	Participants - Accommodation with (3 Meals and 2 Snacks)	134		
Guest Speaker (Ms Wincy) - Meals (2Meals & 1Snack)	1	pax	800.00	Guest Speaker (Ms Wincy) - Meals (2Meals & 1Snack)	1		
Guest Speakers (DBM) - Accommodation & Dinner	5	pax	750.00	Guest Speakers (DBM) - Accommodation & Dinner	5		
Day 2 - January 15, 2026				Day 2 - January 15, 2026			
Participants - Accommodation with (3 Meals and 2 Snacks)	134	pax	1,500.00	Participants - Accommodation with (3 Meals and 2 Snacks)	134		
Guest Speakers (DBM) - Meals (2 Meals & 2 Snacks)	5	pax	750.00	Guest Speakers (DBM) - Meals (2 Meals & 2 Snacks)	5		

Day 3 - January 16, 2026				Day 3 - January 16, 2026			
Participants - Meals with (2 Meals and AM Snacks)	134	pax	650.00	Participants - Meals with (2 Meals and AM Snacks)	134		
A. Venue and Facilities				A. Venue and Facilities			
The service provider must provide a spacious, fully air-conditioned plenary hall capable of accommodating at least one hundred thirty-four (134) participants, with appropriate seating arrangement and sufficient space for speakers, facilitators, and technical equipment.				The service provider must provide a spacious, fully air-conditioned plenary hall capable of accommodating at least one hundred thirty-four (134) participants, with appropriate seating arrangement and sufficient space for speakers, facilitators, and technical equipment.			
The venue must be available for the entire duration of the activity and be exclusively reserved during scheduled sessions, including extended use until 12:00 midnight (12:00 MN), as participants are expected to conduct overnight review and finalization of their financial reports.				The venue must be available for the entire duration of the activity and be exclusively reserved during scheduled sessions, including extended use until 12:00 midnight (12:00 MN), as participants are expected to conduct overnight review and finalization of their financial reports.			
The venue must be equipped with stable and reliable 24/7 Wi-Fi internet connectivity accessible to all participants and organizers.				The venue must be equipped with stable and reliable 24/7 Wi-Fi internet connectivity accessible to all participants and organizers.			
The service provider must provide a quality sound system with at least four (4) functional microphones (wired and/or wireless), including necessary audio accessories.				The service provider must provide a quality sound system with at least four (4) functional microphones (wired and/or wireless), including necessary audio accessories.			
The venue must have a functional LCD projector, projection screen, and podium/lectern suitable for plenary sessions.				The venue must have a functional LCD projector, projection screen, and podium/lectern suitable for plenary sessions.			
The venue must have adequate lighting, ventilation, and acoustics conducive to learning and workshop activities.				The venue must have adequate lighting, ventilation, and acoustics conducive to learning and workshop activities.			
The facility must have sufficient, clean, and accessible comfort rooms, including provisions for persons with disabilities (PWDs), where applicable.				The facility must have sufficient, clean, and accessible comfort rooms, including provisions for persons with disabilities (PWDs), where applicable.			
The venue must comply with safety and security standards, including fire exits, emergency lighting, and basic first-aid capability.				The venue must comply with safety and security standards, including fire exits, emergency lighting, and basic first-aid capability.			
B. Accommodation				B. Accommodation			



## 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.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email Address



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## CANVASS FORM

This is to certify that I have received from the canvasser of the DepEd RO-IX, Regional Government Center, Balintawak, Pagadian City, a copy of RFQ No. 2026-01-005 dated January 5, 2026 as indicated by my signature hereunder.

Bidder/Supplier/Dealer	Name	Signature	Date

I HEREBY CERTIFY THAT I HAVE DELIVERED A COPY OF RFQ No. 2026-01-005  
dated January 5, 2026 to be opened on January 9, 2026 to the above  
bidders/suppliers/dealers.

ARSENIA S. SAGARAY  
Canvasser