





Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS

**“Annex A”**  
 RFQ No.LV-2025-07-219

**Schools Division of Cebu City**

| FQ No.  | Item No.   | Quantity  |
|---|--|---|
| <b>Item</b>   | <b>PROVISION OF FOOD, VENUE AND ACCOMMODATION SERVICES FOR THE CONDUCT OF QUARTERLY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR) NOS. 1 AND 1-A FOR Q2 FY 2025 ON JULY 22-25,2025</b> |   |
| <b>Lessee's Specifications/Requirements</b>   |  | <b>Bidders Specifications/Statement of Compliance</b> |
| <b>A. Location</b><br>The location of the venue to be leased must be located within Cebu City. The proposed venue should be accessible to the commuting public/participants.  |  |   |
| <b>B. Conference Hall/Space Requirements/provisions of the following Function Rooms:</b> <ul style="list-style-type: none"> <li>Airconditioned function hall that can accommodate 60 pax; participants (based on Covid-19 health safety standards) from 6:00am to 8:00 PM;</li> <li>well-lit and well-ventilated conference area; with stage and rostrum;</li> <li>table set-up and classroom type seating arrangement;</li> <li>availability of LED Wall, LCD projector/wall projector, audio visual with standby technical assistant: a.) sound system b.) microphones (2 wired and 3 wireless) c.) audio jack; extension cord available, HDMI Splitter;</li> <li>with strong wifi connection accessible to all participant (atleast 150mbps for 50 users or less);</li> <li>waived electricity charges for electronic gadgets (e.g. laptops, etc.);</li> <li>Alcohol Dispenser each table, free notepad and pencils</li> <li>Provision of Tarpaulin display at Project Site (size:3x4ft) (not exceed 3"x4" optional for projects not exceeding five (5) days COA Circ. 213-0004)</li> <li>No pillars in the middle of the hall/conference room</li> <li>Accessible comfort rooms</li> <li>Complimentary room for storage of equipment and supplies</li> <li>Free decoration/adornment on stage</li> </ul> <b>Type of Accommodation:</b> 2 Single room, 3 Twin sharing, 8 Triple sharing and 7 Quadruple room with individual beds; Strictly no bed sharing, No bed mattresses on the floor, All rooms shall have its own toilet and bathrooms equipped with showers and basic fittings with hot and cold running water on a 24-hour basis; there shall be a functioning air conditioning unit and television set in each room; there shall be drinking water and glasses in each bedroom; Refrigerators may be in each room, should this not be possible, at least refrigeration services may be made available when requested; lightnings and fixtures in all rooms and bathrooms shall be functional; Fire exit guidelines and house rules for guest should be prominently displayed in each bedroom; A reception information counter providing 24-hour service and equipped with a telephone should be available; there shall be a hotel lobby, reasonably furnished with seating, the size of which shall be commensurate with the size of the hotel; Porter service shall be made available upon request; there shall be made available upon request; there shall be a left luggage rooms and safe deposit boxes in the establishment; clean, good-quality linen/blankets/towel, etc. Shall be supplied upon request and with free access to Wi-Fi in all areas of venue.<br>CHECK-IN: July 22, 2025 2:00 pm AND CHECK OUT: July 25, 2025 – 12:00 Noon<br><b>Engineering and Maintenance</b> - Maintenance personnel should be made available when requested for all hotel sections; there shall be adequate ventilation in all rooms; there shall be a high-powered generator capable of providing sufficient lightning for all quest rooms, hallways, public areas/rooms and operating elevators, food, refrigeration and water services; Fire prevention facilities shall conform to the requirements of the fire code of the Philippines; accessible emergency exit and alarm, standby fire extinguishers and automatic sprinklers; Adequate security on a 24-hour basis shall be provided in all entrances and exits of the hotel premises. CCTV system is preferred to be available on public areas/hallways entrances and exits; the services of medical nurse or a doctor shall be available when needed; the uniformed service staff shall be well trained, experienced, courteous, efficient and fully vaccinated; with provided parking spaces reserved within |  |   |
| <b>C. Food Requirements</b> (based on Hotel/Supplier's Menu<br>Live-in Participants 60 pax<br>July 22, 2025 -60 Participants -First Meal: PM Snacks Last Meal:July 25,2025 - Lunch<br>Breakfast, Lunch, Dinner Buffet/Managed-type (with soup, dessert/fruits/salad, veggies, 3 main courses - fish, chicken and pork/beef, rice, fresh juices); <ul style="list-style-type: none"> <li>AM/PM snacks with fresh fruit juices/iced tea;</li> <li>with free-flowing brewed coffee; water dispensers, with hot and cold; with standby waiter/waitress for any type of buffet;</li> </ul> <b>D. Other requirements:</b><br>*Activity signage at the lobby of the venue; Tarpaulin at the stage (Function Hall)<br>*Green Procurement / No Sachet, no bottled drinks, no plastic container<br>*Provision of Business Center in the Venue (1 ream A4 Bond paper , 1 printer & 5 new whiteboard markers)<br>*Provision of First Aid Station<br>*1 500ml Alcohol                      *5 pcs. Paracetamol      *5 pcs Loperamide 2mg/capsule<br>*5 pcs cetirizine 10mg/tab      *1 bottles relaxant oil<br>*1 first aid kit (betadine solution, band aid strips)  |  |   |
| <b>Additional Requirements:</b><br><b>Approved Budget for the Contract (ABC):</b><br><b>Four Hundred Eighty Thousand Pesos (Php480,000.00)</b><br><br><b>Proposed Rate shall not exceed Php 480,000.00</b>  |  |   |

Company : \_\_\_\_\_  
 Name of Representative and Signature: \_\_\_\_\_  
 Address: \_\_\_\_\_



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RFQ No. : 2025-07-218

**"ANNEX B"**

**(PROVISION OF FOOD, VENUE AND ACCOMMODATION SERVICES FOR THE CONDUCT OF QUARTERLY WORKSHOP ON THE PREPARATION AND CONSOLIDATION OF FINANCIAL ACCOUNTABILITY REPORTS (FAR) NOS. 1 AND 1-A FOR Q2 FY 2025 ON JULY 22-25, 2025)**

**TERMS AND CONDITIONS:**

**A. Submission of Requirement**

- 1 Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at DepEd, Cebu City Division, 2nd Floor, BAC Office, Imus Avenue, Brgy. Day-as, Cebu City.
- 2 Supplier shall submit the following requirements:
  - a. Duly signed Request for Quotation. P
  - b. Valid and Current Mayor's Permit / Municipal License; and
  - c. Phil-GEPS Registration No./Certificate,

*Bidders failure to submit such documents within three (3) calendar days from receipt by the bidder of notice shall be ground for disqualification. (Note: Manufacturers, suppliers, distributors, contractors, and/or consultants are mandated to register with PhilGEPS and provide a PhilGEPS Registration Number in selected alternative methods of procurement as a condition for award of the contract/p.o.)*

**B. Price Validity**

Price validity should be 120 calendar days from the date of quotation.

**C. Award**

The supplier who submitted the lowest calculated and responsive quotation shall be awarded the Purchase Order/Contract after evaluation by the BAC.

**D. Delivery**

- 1 Delivery of Goods shall be made on March 28, 2025.  
Goods shall be delivered to the DepEd, Cebu City Division, Imus Avenue, Brgy. Day-as, Cebu City, Philippines, herein defined as Project Site,
- 2 costs to the account of Supplier. Risk and title shall pass from the Supplier to the Purchaser upon receipt and final acceptance of the Goods at Project Site.
- 3 Upon delivery of the Goods to the Project Site, the Supplier shall notify the Purchaser and present the following documents to the Purchaser:
  - i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price and total price.
  - ii. Original and 4 copies of Delivery Receipts
  - iii. Original Statement of Accounts
  - iv. Approved PO
  - v. Warranty Certificate(s), (if any)

For the purpose of these conditions, Purchaser's representative at the Project Site is the Supply / Property Officer of DepEd, Cebu City Division.

**E. Evaluation of Quotations**

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1 Completeness of Submission
- 2 Compliance with Technical Specifications
- 3 Price

**F. Instructions**

Supplier shall be responsible for the source(s) of its goods/services/equipment, and shall provide in accordance with the schedule, and specifications of the RFQ – or contract/award/purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the provider.

Supplier shall pick-up the purchase order issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).

- 3 Supplier who accepted a purchase order / contract but failed to deliver the required Goods / services / equipment within the time called for in the purchase order / contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise, and other taxes and revenue charges shall be paid by the provider.
6. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

**G. Packing**

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in appropriate containers with label identifying the content and quantity per package with the name of the Purchaser and marked "Not for

**H. Inspection**

- 1 All deliveries by supplier shall be subject to inspection, and acceptance by the DepEd Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by the DepEd on the Goods shall be to the account of the suppliers.
- 2 For the purpose of this condition, Purchaser's representative at Project Site is the Chairman, Division Inspection Committee.

**I. Liquidated Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

**J. Warranty**

Supplier warrants that all goods/services/equipment's to be provided are of acceptable industry standard. Warranty shall be for a period of six (6) months for supplies and materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site.

**K. Payment**

One hundred percent (100%) of the Contract Price shall be paid to the supplier after acceptance of the Goods / Services / Equipment at the Project Site and submission of the documents provided under E. Delivery.

**L. Reservation Clause**

DepEd, Cebu City Division reserves the right to reject any and all quotations, not to award the PO or annul the bidding process without thereby incurring any liability to the affected parties.

**After having carefully read and accepted your Request for Quotation (RFQ) and its Terms and Conditions, I/We submit herein price quotation(s) for the item(s) in this RFQ. The quotations shall be binding upon me/us for thirty (30) calendar days reckoned from last day of submission indicated in this RFQ. The corresponding Award or Purchase Order shall be accepted by us at any time before expiration of this period.**

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