



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu City

BIDS AND AWARDS COMMITTEE – GOODS AND SERVICES
REQUEST FOR PRICE QUOTATION (RFQ)

RFQ No.: 2026-08-213
Date: August 11, 2026
PR No.: 213

Company Name:
Company Address:
Company TIN:

Gentlemen:
Please quote your lowest price on the item/s listed below, subject to the Terms & Conditions "Annex A" hereof and submit your quotation duly signed by your authorized representative and the eligibility documents at DepEd, Cebu City Division, Bids and Awards Committee, Promotional Office, 2nd Floor DepEd Bldg., Imus Avenue, Brgy. Day-as, Cebu City. Insert your duly accomplished quotation with the required documents inside an envelope and seal the same. For more information, please contact the BAC Secretariat at Telephone Number 2539095. Prospective supplier shall be responsible to verify the quoted items.

JEANNE J. EGGER BAC Member
JOCELYN B. TEJANO BAC Member
JOHN PAUL D. LESONDATO BAC Member
LYRA G. ILLAGA BAC Chairman

Item Nos.	ITEM & DESCRIPTION	QTY	UNIT	Approved Budget for the Contract (ABC)		Supplier/Bidder's Quotation	
				Unit Price	Total Price	Brand/Model if applicable	Total Price
1	PROVISION OF FOOD AND VENUE SERVICES FOR THE CONDUCT OF DIVISION ORIENTATION WORKSHOP ON THE UTILIZATION OF SELF-INSTRUCTIONAL LEARNING ACTION CELL (SLAC) RESOURCES IN SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) ON AUGUST 15 AND 22, 2026 ***** See attached Specification ANNEX A *****	248	PAX	800.00	198,400.00		
					198,400.00		

Terms of payment:
Note: Price Validity: 120 days from the date of quotation

After having carefully read and accepted the terms and conditions of this RFQ, I/We quote you on the item at prices noted above inclusive of all costs and applicable taxes.

Supplier/Bidder Authorized Representative's Signature over Printed Name

Date: _____
Address: _____
Email address: _____
Mayor's Permit No.: _____
DTI/SEC/CDA Registration Certificate No.: _____
Phil-GEPS Registration No.: _____

(Please submit the photocopies of the above documents upon submission of quotation)

Canvassed by:

Signature over Printed Name
Division Authorized Canvasser



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ANNEX A

RFQ: 2026-08-213

Item		Item No:	Quantity:
PROVISION OF FOOD AND VENUE SERVICES FOR THE CONDUCT OF DIVISION ORIENTATION WORKSHOP ON THE UTILIZATION OF SELF-INSTRUCTIONAL LEARNING ACTION CELL (SLAC) RESOURCES IN SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM) ON AUGUST 15 AND 22, 2026			
Bidders		Specifications/Requirements	
ent of Compliance		(Write COMPLY or NOT COMPLY)	
A. Location :		The location of the venue to be leased is preferably within Cebu City. The proposed venue should be accessible to the commuting public/participants and must have sufficient parking spaces (free).	
B. Conference Hall/Space Requirements/provisions of the following			
Function Rooms:		•Air-conditioned function hall that can accommodate at least 124pax on the First schedule (August 15, 2026) and 124pax on the Second schedule (August 22, 2026); (based on Covid-19 health safety standards)	
		•well-lit and well-ventilated conference area; with stage and rostrum;	
		•Workshop set-up (classroom type with tables) for every table;	
		•availability of LED/LCD wall projector, audio visual with standby technical assistant: a.) sound system b.) microphones	
		(2 wired and 2 wireless) c.) audio jack; extension cord available and HDMI;	
		•with strong with connection accessible to all participants;	
		•waived electricity charges for electronic gadgets (e.g. laptops, etc.);	
		•Provision of Tarpaulin and signage at the lobby and at the stage	
		•2 extra tables for the resource speakers	
		•3 Working Tables for secretariat, medical personnel and registration are positioned at the entrance of the function hall	
		•Free decoration/adornment on stage; with Flipcharts with markers and erasers	
ACCOMMODATION: (LIVE-OUT)			
► FIRST SCHEDULE: AUGUST 15, 2026			
► SECOND SCHEDULE: AUGUST 22, 2026			
MEALS:			
Live-out Participants ► 124pax - August 15, 2026 and 124pax - August 22, 2026			
FIRST SCHEDULE: (AM SNACKS - LUNCH - PM SNACKS)			
SECOND SCHEDULE: (AM SNACKS - LUNCH - PM SNACKS)			
(A packed meal may be done if the session is finished earlier)			
•Buffet type Breakfast/Lunch/Dinner (with soup, dessert/fruits, veggies, 3 main courses (chicken, fish, beef or pork), rice, 1 round of drinks			
		•AM and PM Snacks with Juice (No soft drinks)	
		•Free-flowing brewed coffee with sugar and creamer	
		•With 2 water dispensers, with hot and cold	
OTHER INCLUSIONS:			
		•Green Procurement: No sachets, no bottled drinks, no plastic containers.	
Additional Requirements:			
Approved Budget for the Contract (ABC):		One Hundred Ninety Eight Thousand Four Hundred Pesos (Php 198,400.00)	
Breakdown of ABC:			
Inclusive Date	August 15 and 22, 2026	No. of Pax	248
No. of Days	2	Rate per Day	800
TOTAL PRICE		198,400.00	
Proposed Rate shall not exceed:		198,400.00	

PROVISION OF FOOD AND VENUE SERVICES FOR THE CONDUCT OF DIVISION ORIENTATION WORKSHOP ON THE UTILIZATION OF SELF-INSTRUCTIONAL LEARNING CELL (SLC) RESOURCES IN SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS (STEM)



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. Prices shall be quoted in Philippine Peso.
- 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.)

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 within 7 calendar days from date of receipt of Purchase Order.
- 2 Goods shall be delivered to the DepEd, Cebu City Division, Imus Avenue, Brgy. Day-as, Cebu City, Philippines, herein defined as Project Site, 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.

F. Evaluation of Quotations

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

F. Instructions

- 1 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.
- 2 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.

G. Packing

The supplier shall provide such packing or the goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in appropriate containers with labels identifying the content and quantity.

H. Inspection

- undertaken by supplier shall be subject to inspection, and acceptance by the Project Inspection Team and the end-user. All costs of the necessary laboratory tests 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 delay of the delivery of the purchased goods/services/equipment.

J. Warrant

materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site.

One hundred

documents provided under E. Delivery.

L. Reservation Clause

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.