



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

Date: October 9, 2025
RFQ No.: 2025-10-327

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 procure for Board and Lodging for the conduct of Workshop on FY 2027-2029 Plans and Budget Preparation on October 20-22, 2025 at Pagadian City in accordance with Section 53.9 NEGOTIATED PROCUREMENT – SMALL VALUE of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

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, October 13, 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



region9@deped.gov.ph
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Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

Doc. Ref. Code	RO-ASD-F051	Rev	00
Effectivity	11.23.2023	Page	1 of 1



Board and Lodging for the conduct of Workshop on FY 2027-2029 Plans and Budget Preparation on October 20-22, 2025 at Pagadian City				ABC		P702,000.00	
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 for 3 Days							
Full Meals for 3 Days							
Meals:							
with flowing coffee, choco, water drinking station in station hall							
Day 0 - October 19, 2025 (Dinner)							
Day 1 - October 20, 2025 (3 meals and 2 snacks)							
Day 2 - October 21, 2025 (3 meals and 2 snacks)							
Day 3 - October 2, 2025 (Breakfast, AM Snack, Lunch, & PM Snack)							
Accommodation:							
2-3 pax per room, individual beds							
Check-in: Day 0 - October 19, 2025							
Check-out: Day 3 - October 22, 2025							
Hall:							
can accommodate 154 pax in one hall, with provisions for 2 projectors, 2 projector screens, and extension wires for each table							
with provision of 2 tarpaulin (4x8 feet)							
*** 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 for 3 Days	82	pax	5,400.00	Board and Lodging for 3 Days	82		
Full Meals for 3 Days	72	pax	3,600.00	Full Meals for 3 Days	72		
Meals:				Meals:			
with flowing coffee, choco, water drinking station in station hall				with flowing coffee, choco, water drinking station in station hall			
Day 0 - October 19, 2025 (Dinner)				Day 0 - October 19, 2025 (Dinner)			
Day 1 - October 20, 2025 (3 meals and 2 snacks)				Day 1 - October 20, 2025 (3 meals and 2 snacks)			
Day 2 - October 21, 2025 (3 meals and 2 snacks)				Day 2 - October 21, 2025 (3 meals and 2 snacks)			
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with provision of 2 tarpaulin (4x8 feet)				with provision of 2 tarpaulin (4x8 feet)			
						Total:	
*** nothing follows ***							

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



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

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. 2025-10-327** dated **October 9, 2025** as indicated by my signature hereunder.

Bidder/Supplier/Dealer	Name	Signature	Date

I HEREBY CERTIFY THAT I HAVE DELIVERED A COPY OF **RFQ No. 2025-10-327**
dated **October 9, 2025** to be opened on **October 13, 2025** to the above
bidders/suppliers/dealers.

ARSENIA S. SAGARAY
Canvasser



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Doc. Ref. Code	RO-ASD-F043	Rev	00
Effectivity	11.23.2023	Page	1 of 1

