



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

REQUEST FOR QUOTATION

PROCUREMENT OF ACCOMMODATION VENUE, MEALS, TARPAULIN, ADVOCACY MATERIALS, TRAINING MATERIALS FOR THE CONDUCT OF CAPACITY BUILDING ON NEAP QUALITY ASSURANCE FOR PROGRAM DEVELOPMENT (PD) PROGRAM EVALUATORS ON FEBRUARY 10-13, 2026 (Lot 1)

Date: **January 23, 2026**

No.: **RFQ-2026-SGOD-01-006A LOT1**

The Department of Education, Schools Division of Marinduque hereinafter referred to as "the Purchaser", through its Bids and Awards Committee (BAC), will undertake **Small Value Procurement**, in accordance with **Section 34** of the IRR of R.A. No. 12009, for the:

PROCUREMENT OF ACCOMMODATION VENUE, MEALS, TARPAULIN, ADVOCACY MATERIALS, TRAINING MATERIALS FOR THE CONDUCT OF CAPACITY BUILDING ON NEAP QUALITY ASSURANCE FOR PROGRAM DEVELOPMENT (PD) PROGRAM EVALUATORS ON FEBRUARY 10-13, 2026 (Lot 1)

with Approved Budget for the Contract (ABC) of

Six Hundred Thousand Pesos only

(PHP 600, 000.00)

The list of items and its description/technical specifications are provided in "Attachment A". All items listed must be complied on a pass-fail basis. Failure to meet any one of the requirements will result to rejection.

Procurement procedures shall be conducted in accordance with the provisions of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009 (New Government Procurement Act).

Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.

Prospective supplier shall be responsible to verify the quoted items from DepED Schools Division of Marinduque – Bids and Awards Committee Secretariat.

The Bidder/Supplier shall fill in rates and prices for all items described in the Quotation Form. Bids not addressing or providing all of the required items shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.

Evaluation and award of contract shall be **on a lumpsum basis**.

All quotations may be typewritten or handwritten and may be placed in sealed envelope marked:

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and must be delivered/submitted physically or manually at DepEd Division Office, Malusak, Boac, Marinduque not later than **9:30 a.m.** of

**January 26,
2026**

using the specified form (Attachment A – Quotation Form). Failure to comply with the deadline and other requisites shall automatically disqualify the supplier from the bidding process.

Quotations shall be valid for thirty (30) calendar days from the deadline of submission of the same.

The supplier shall sign the Purchase Order issued in its favor and deliver the goods and services within twenty-five (25) days upon receipt of Purchase Order (PO).



Malusak, Boac, Marinduque

Email: marinduque@deped.gov.ph

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Website: <https://depedmarinduque.com>



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Department of Education
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Delivery Site: SDO Marinduque, Malusak, Boac, Marinduque

The applicable rate for late deliveries is one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

The prospective supplier shall submit the following:

- a) Duly accomplished Quotation Form (Attachment A);
- b) Updated/Valid PhilGEPS Certificate and Registration Number;
- c) Updated/Valid Municipal Business License/Mayor's Permit;
- d) Updated/Valid DTI Registration Certificate; and
- e) BIR Certificate of Registration (BIR Form 2303) and/or Tax Clearance.

The DepED Schools Division of Marinduque reserves the right to accept or reject any quotation, and to annul the procurement process and reject all quotations at any time prior to Contract award, without thereby incurring any liability to the affected supplier or suppliers. DepED Division of Marinduque also reserves the right to waive any required formality in the proposals received, and select the proposal which it determines to be the most advantageous to the government.

Mabel F. Musa

MABEL F. MUSA, PhD
BAC Chairperson



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(PHP 600, 000.00)

Attachment A
RFQ-2026-SGOD-01-006A LOT 1

QUOTATION FORM

PROCUREMENT OF ACCOMMODATION VENUE, MEALS, TARPAULIN, ADVOCACY MATERIALS, TRAINING MATERIALS FOR THE CONDUCT OF CAPACITY BUILDING ON NEAP QUALITY ASSURANCE FOR PROGRAM DEVELOPMENT (PD) PROGRAM EVALUATORS ON FEBRUARY 10-13, 2026 (Lot 1)

MABEL F. MUSA, PhD

Chairperson

Bids and Awards Committee

Department of Education

Schools Division of Marinduque

Malusak, Boac, Marinduque

Madam:

Having examined the subject Request for Quotation (RFQ) including the Technical Specifications, I/we, the undersigned offer to supply and deliver the following items (with our unit prices and total price):

ITEM NO.	QUANTITY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
			LOT 1 (PROCUREMENT OF ACCOMMODATION VENUE, MEALS, TARPULIN, ADVOCACY MATERIALS, TRAINING MATERIALS FOR THE CONDUCT OF CAPACITY BUILDING ON NEAP QUALITY ASSURANCE FOR PROGRAM DEVELOPMENT (PD) PROGRAM EVALUATORS ON FEBRUARY 10-13, 2026) ABC: 600, 000.00		
	75	pax	<p>Lot 1 Accommodaton, Venue and Meals for 4 Days and 3 Nights</p> <p>Specificationis for Accommodation:</p> <p>Airconditioned ROom with Wi-Fi Access, Private Bathroom with toiletries and Towel Linens and Complimentary breakfast and Coffee/Tea; If Bedsharing separate linens shall be provided</p> <p>Specifications for Venue:</p> <p>Aircoditioned with WiFi access; Can accommodate 75 pax; with complimentatry use of sound system and at least 2 microphones, extension cords, projectors and white screens; With a designated area with table for the program management team;</p> <p>With complimentary use of generator set or other alternative electrical source in case of electrical outage; and with complimentary candies/nuts</p> <p>Specifications for Meals:</p> <p>AM and PM Snacks;</p> <p>Lunch Dinner; Viand and Rice with vegetables side dish and dessert with flexible options for participants with food restrictions on shellfish and meat</p> <p>Schedules:</p> <p>First meal to be served: am snacks on February 10, 2026</p> <p>Last Meal to be served: Lunch on February 13, 2026</p> <p>Hotel Check-in at 2:00 on February 10, 2026, Check-out at 12:00 PM on February 13, 2026</p> <p>Use of Venue: February 10, 2026, 8:00 a.m. to February 13, 2026 1:00 pm</p>		
			X-		
			Grand Total		

I/We undertake, if our Quotation is accepted to supply and deliver the above goods and services within twenty-five (25) calendar days upon receipt of Purchase Order (PO).

I/We agree to abide by this Quotation for a period of thirty (30) days after the dated deadline of submission specified in your Request for Quotation (RFQ).

I/We understand that payment for items delivered and installed will be made to the winning supplier after the inspection and acceptance of goods delivered and installed.

Supplier's Company Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		Email:	
Supplier's Authorized Representative Signature Over Printed Name:		Date:	

***Note: Kindly supply all the needed information in the RFQ Form. Erasures are not allowed. If ever you would like to offer a different specification of item, please attach a signed proposal. Kindly review all the details and make sure offered prices are final.**