



Republic of the Philippines
Department of Education
 PROCUREMENT MANAGEMENT SERVICE

Bids and Awards Committee VIII

Request for Quotation

Project:	<i>Lease of Office Space Expansion</i>
Project No.:	<i>2025C-TECS-006-B8-NPLRPV-078</i>
ABC:	<i>PhP 8,853,081.44</i>
End-user Unit:	<i>Teacher Education Council Secretariat</i>
Deadline of Submission:	<i>December 5, 2025</i>

December 2, 2025

To: All Prospective Proponents

1. The **Department of Education**, through its **Bids and Awards Committee (BAC) VIII**, requests price quotation for the project titled **Lease of Office Space Expansion** particularly described and detailed in the **Project Reference**, hereto attached as **Appendix "A"**.
2. Said quotation shall be received on or before **10:00 A.M. on December 5, 2025** by courier or by hand-delivery at the address given below:

Bids and Awards Committee VIII
 c/o BAC Secretariat Division
 Procurement Management Service
 Department of Education
 Rm. M-512, 5th Floor, Mabini Bldg.
 DepEd Complex, Meralco Avenue, Pasig City, Philippines
 depedcentral.bacsecretariat@deped.gov.ph
3. The successful Proponent must be able to meet the following requirements:
 - 3.1. The **Terms and Conditions** provided as Item IV of the Project Reference as may be applicable, as well as the provisions of the 2025 Implementing Rules and Regulations of Republic Act (RA) No. 12009 or the New Government Procurement Act (NGPA) are deemed to be read into this project.
 - 3.2. The **Schedule of Requirements**, as indicated in Item V of the Project Reference; and
 - 3.3. The **Technical Specifications** which lists the details of the requirements as indicated in Item VI of the Project Reference.

Supplier's Business Name:	TIN:	
Address:		
Telephone No.:	Fax No.:	e-mail:
Authorized Representative's Signature over Printed Name and Designation:		Date:

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4. The Proponent is required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract is **PHILIPPINE PESOS EIGHT MILLION, EIGHT HUNDRED FIFTY-THREE THOUSAND, EIGHTY-ONE AND 44/100 (PHP8,853,081.44) ONLY.**
5. For purposes of the evaluation, comparison and ranking of bids/offers, the proponent who submitted the single / lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Bids and Awards Committee (BAC) VIII.
6. The quotation shall be enclosed in a sealed envelope and addressed to the BAC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
 - 6.1. It is the exclusive responsibility of the Proponent to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in Item no. 2. If being delivered by hand, the quotation must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the Proponent and will not constitute timely delivery. Quotations received after the aforementioned closing time or deadline may be rejected.
 - 6.2. Based on the above-stated provisions, the Proponent's quotation sent by email will not be accepted and will be considered as rejected.
7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
9. Any quotation not supported by the information requested in this RFQ or requested during evaluation, or is patently non-complying with the RFQ requirements may not be considered.
10. DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.


GEORGINA ANN H. YANG

Assistant Secretary and BAC VIII Chairperson

Received Copy:

Remarks:

PROJECT REFERENCE

I. PROJECT TITLE:

Lease of Office Space Expansion

II. PROJECT OWNER:

Department of Education – **Teacher Education Council Secretariat
(TECS)**

OBJECTIVE:

To procure the project - **Lease of Office Space Expansion** in the most effective and prompt manner, primarily considering time and resource constraints.

III. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/ DOCUMENTS:

The Proponent with the Single / Lowest Calculated Quotation (SCQ or LCQ) shall submit the requirements indicated below within five (5) calendar days from receipt of notice from the BAC, which documents shall be validated to determine if the Proponent is technically, legally and financially capable prior to the award:

- (i) Mayor's permit issued by the City or Municipality where the principal place of business is located;
- (ii) PhilGEPS Registration (Platinum Membership);
- (iii) Income Tax Returns (Annual Income Tax Returns of the preceding tax year);
- (iv) Business Tax Returns (Value Added Tax or Percentage Tax Returns covering the previous six months);

To facilitate post-qualification, the Proponent **at its option** may submit in advance, i.e., together with its quotation, the above requirements and other documents as may be required. Non-submission of any of the documents shall be a ground for post-disqualification.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements are as indicated in the IRR of R.A. No. 12009 or NGPA.

IV. TERMS AND CONDITIONS OF CONTRACT:

A. Instructions

1. The Proponent shall be responsible for sourcing its goods/services, and shall make the deliveries in accordance with the schedule, and specifications of the award. Failure of the Proponent to comply with this provision shall be ground for cancellation of the award issued to the proponent.
2. The Proponent shall pick-up the Contract or Purchase Order (PO), and Notice to Proceed (NTP) issued in its favor within three (3) calendar days from the date of receipt of notice to that effect. A fax transmission or electronic mail shall constitute an official notice to the Proponent. Thereafter, if the Contract or PO remains unclaimed, the Contract or PO shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting Proponent shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. The Proponent who accepted a Contract or PO, and NTP but failed to deliver the required goods/services within the time called for in the Contract or PO 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. 12009 or NGPA and its IRR against the Proponent.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the Proponent subject to liquidated damages for delayed deliveries.
5. All duties, excise, and other taxes and revenue charges shall be paid by the Proponent.
6. All transactions are subject to applicable withholding taxes per relevant revenue regulations of the Bureau of Internal Revenue (BIR) withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the BIR.

B. Delivery and Documents

The goods/services must conform to and comply with the standards mentioned in the Schedule of Requirements, as indicated in **Annex "A"** and Technical Specifications as indicated in **Annex "B"**.

Upon delivery of the goods/services to the Delivery Site, the Proponent shall notify DepEd through TECS and present the following documents:

- i. Original and 4 copies of the Proponent's Invoice showing goods/services' description, quantity, unit price, and total amount;
- ii. Original and four copies of the Proponent's Warranty Certificate, where applicable;
- iii. Original (white copy) and scanned copy stored in CD/DVD/Flash Drive of the pre-numbered Inspection and Acceptance Report (IAR) and Delivery Receipt (DR) detailing the number and description of items received and duly signed and dated by the Authorized Receiving Personnel (ARP).

For this purpose, the DepEd's Representative at the Project Site shall be **Mr. Jan Cedric P. Enriquez, Mr. Albert James P. Macaraeg, and the designated Inspectorate Team.**

C. Schedule of Payment

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days from the date of this contract shall be as follows:

Payment Schedule

- Security deposit for one (1) month of the contract
- Monthly payment for the duration of the contract.

(NOTE: The Supplier must furnish a copy of the above-mentioned documents to the End-user [(TECS)] and the Contract Management Division of the Procurement Management Service, Central Office.)

V. SCHEDULE OF REQUIREMENTS as indicated in Annex "A".

VI. TECHNICAL SPECIFICATIONS as indicated in Annex "B".

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VII. GENERAL INSTRUCTIONS TO SUPPLIERS

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods/services and services. **It is a standard template that Suppliers must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of one (1) lot. Prospective Proponents shall submit their quote for one lot. Quotation that exceeds the ABC for the said lot shall be rejected.
3. The Proponent must fill up the spaces with the required and correct information including the specifications, as well as the total price of what is included in the lot. They shall likewise indicate the total price of the said lot.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and/or levies to be paid and other incidental costs if the contract is awarded.
5. Award of contract shall be made to the single/lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
The RFQ Form must be duly signed and accomplished, either typewritten or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.
6. The Proponent shall accomplish, provide correct and accurate information and submit, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "A"**); (ii) Technical Specifications (**Annex "B"**); and (iii) Financial Proposal (**Annex "C"**) otherwise, non-submission of which shall result to automatic disqualification of proposal. The proponent should not need to fill out the attached Table of Rating under **Appendix "B"**.
7. The Proponent requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Bids and Awards Committee VIII
Department of Education
Room M-512, 5th Floor, Mabini Bldg.,
DepEd Complex, Meralco Avenue, Pasig City
Tel Nos. 8633-9343 / 8636-6542
depedcentral.bacsecretariat@deped.gov.ph
Look for: Ms. Jelly Anne Therese A. Dioso (Project in Charge)

VIII. FINANCIAL PROPOSAL QUOTATION FORM as indicated in Annex "C"

Schedule of Requirements

Lease of Office Space Expansion				
Lot No.	Description	Quantity	Target Area	Delivery Period
1	Lease of Expansion Office Space to be used by TECS	12 months	Within NCR	Within fifteen (15) calendar days from receipt of notice to proceed, to be consumed / occupied by the TECS for one (1) year.

A. Use of Venue

Use of the venue shall be made within the dates of the activity as stipulated above, unless mutually agreed to be changed by the procuring entity and the supplier of venue for meritorious causes.

B. Location

The location of the venue to be procured shall be within the target area as indicated above.

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods/services as specified in this Schedule of Requirements and/or Technical Specifications shall be delivered only to the address indicated herein.
- 2) The Proponent shall coordinate with DepEd Teacher Education Council Secretariat (TECS) for purposes of Inspection and Acceptance.

D. 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-Lowest Unit Cost; and
- 4) Must meet the minimum passing rate at least 75% of the **Rating Factors for Lease of Venue, attached as Appendix "B"**

Statement of Compliance

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the due date of submission indicated in the Submission Requirements. The corresponding Award on Contract shall be accepted by us at any time before expiration of this period.

The DepEd- Bids and Awards Committee VIII reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Name and Signature of Provider's Authorized Representative

Technical Specifications

Detailed Technical Specifications

Lot No.	SPECIFICATIONS	STATEMENT OF COMPLIANCE (State "Comply" or "Not Comply")	BIDDER'S ACTUAL OFFER
1	<p>Location and Site Requirements Proximity: The proposed office space must be located near the Department of Education Central Office and within convenient distance from other key government institutions, educational bodies, and relevant partner agencies. This proximity is essential to support coordination, inter-agency collaboration, and participation in meetings and joint activities.</p> <p>Accessibility: The office must be easily accessible by public transportation and situated along or near major roads and thoroughfares. It should also have access to essential services such as banks, printing services, food establishments, and other support facilities to ensure convenience for staff and visitors.</p> <p>Neighborhood: The preferred location must be in a secure, clean, and well-maintained environment, ideally within a building or compound with a good reputation. Adequate lighting, security presence, and building maintenance must be assured for the safety and comfort of personnel.</p> <p>Office Layout and Facility Requirements Open Layout: The space should feature a flexible open-plan layout to maximize usable area and allow for efficient reconfiguration according to organizational needs:</p> <p>Common Areas and Facilities:</p> <ul style="list-style-type: none"> • Conference Rooms: Multiple meeting rooms of various sizes, equipped with projectors, video conferencing tools, and audio-visual systems to support team coordination and external engagements. • Reception Area: A welcoming and functional reception space with seating for guests, and provisions for a visitor log and security access. <p>Pantry/Cafeteria: A break area equipped with basic amenities such as a refrigerator, microwave, water dispenser, and coffee machine, along with seating arrangements for staff comfort.</p>		
	<p>Performance Specifications</p> <p>Space Utilization Requirements</p> <ul style="list-style-type: none"> • Total Usable Floor Area: • The office space must offer a minimum of 1,069 sqm and a maximum of 1,350 sqm of usable 		

Lot No.	SPECIFICATIONS	STATEMENT OF COMPLIANCE (State "Comply" or "Not Comply")	BIDDER'S ACTUAL OFFER
	<p>floor area to accommodate current operational requirements and anticipated organizational expansion.</p> <ul style="list-style-type: none"> Personnel Accommodation: The layout must be designed to accommodate at least 111 personnel, with an average of 6 to 12 sqm per person, inclusive of individual workstations, circulation space, and shared/common areas. The workspace allocation must ensure a comfortable, ergonomic, and productive working environment. <p>Safety and Regulatory Compliance</p> <ul style="list-style-type: none"> Fire Safety: The proposed office must comply with all applicable local fire safety codes and regulations, including the presence of smoke detectors, fire alarms, fire extinguishers, sprinkler systems, and regular fire drill protocols. Emergency Exits and Evacuation Plans: The space must have clearly marked, unobstructed emergency exits with sufficient egress routes for all occupants. Evacuation plans and signage must be prominently posted throughout the premises in accordance with building code requirements. Security: The office must be equipped with access control systems (e.g., RFID/card-based entry, 24/7 CCTV surveillance, and on-site security personnel to ensure the safety and security of employees, visitors, documents, and physical assets. <p>Infrastructure and Technology Requirements</p> <ul style="list-style-type: none"> Power and Data Connectivity: The facility must provide adequate power outlets and structured cabling (LAN/data ports) for each workstation. High-speed internet access and network backbone infrastructure must be available throughout the office. <p>IT Infrastructure: A dedicated, climate-controlled server room must be allocated to house network servers and critical IT equipment. This space must be secured and accessible only to authorized IT personnel, with provisions for backup power (UPS), cooling systems, and fire suppression mechanisms.</p>		

Lot No.	SPECIFICATIONS	STATEMENT OF COMPLIANCE (State "Comply" or "Not Comply")	BIDDER'S ACTUAL OFFER
	<p>Environmental Interface <i>Green building certifications or features that reduce environmental impact.</i></p> <p>Design</p> <p>Office Layout and Common Area Requirements <i>The proposed office space must support a modern, efficient, and collaborative work environment through the following layout and facility features:</i></p> <p>Office Layout</p> <ul style="list-style-type: none"> • Open Layout: <i>A flexible open-plan layout that allows for optimal space utilization and easy reconfiguration of workstations to accommodate evolving organizational needs and promote team collaboration.</i> • Private Offices: <i>Designated private offices or enclosed rooms for management personnel, sensitive or confidential work, and one-on-one meetings.</i> • Breakout Areas: <i>Informal collaboration and relaxation zones for team discussions, quick huddles, or wellness breaks. These areas should be strategically placed to foster creativity while minimizing disruption to workspaces.</i> <p>Common Areas and Facilities:</p> <ul style="list-style-type: none"> • Conference Rooms: <i>Multiple meeting rooms of varying capacities, equipped with audiovisual systems, whiteboards, and video conferencing capabilities to support internal meetings, workshops, and external engagements.</i> • Reception Area: <i>A welcoming and functional front desk/reception area with appropriate seating for guests, space for security or administrative personnel, and visitor management protocols.</i> <p>Pantry/Cafeteria: <i>A kitchen or break area equipped with basic amenities such as a refrigerator, microwave, water dispenser, coffee machine, and tables with seating to support staff comfort and well-being.</i></p>		

**TABLE OF RATING FACTORS
FOR LEASE OF VENUE**

PROJECT: Lease of Office Space Expansion

	RATING FACTORS	Weight (%)	Rating	Indicators
I.	Availability	100		100 points – venue is available on the proposed activity date/s 0 point – venue is not available on the proposed activity date/s
Sub-total		100		
II.	Location and Site Condition			
	1. Accessibility	50		50 points – within 15 kilometers from the city/town proper 30 points – 16 to 25 kilometers from the city/town proper 10 points – more than 25 kilometers from the city/town proper
	2. Parking space	50		50 points – can accommodate more than 25 parking slots free of charge for every 100 guests, and with valet parking 30 points – can accommodate 10-25 parking slots free of charge for every 100 guests 10 points – can accommodate 9 and below parking slots free of charge for every 100 guests
Sub-total		100		
III.	Neighborhood Data			
	1. Sanitation and health condition	25		25 points – disinfection and cleaning of common areas and rooms; with in-house Medical Services 20 points – disinfection in common areas, and rooms as requested; medical staff on-call

				15 points – disinfection in common areas, and rooms as requested; at least one (1) basic life support staff on call
	2. Police station	25		25 points – Police station is within 5 kilometers from the hotel 20 points – Police station is within 6-10 kilometers from the hotel 15 point – Police station is more than 10 kilometers from the hotel
	3. Restaurant	25		25 points – available in-house restaurant/café/coffee shop 20 points – available nearby restaurants/café/coffee shops within 2 kilometers from the hotel 15 points – available nearby restaurants /café/coffee shops more than 2 kilometers from the hotel
	4. Banking	25		25 points – postal banking (e.g. ATM) within the hotel area 15 points – postal banking within 2 kilometers from the hotel
Sub-total		100		
IV.	Venue			
	1. Functionality			
	a. Conference Rooms	10		10 points – clean floors, conference tables and chairs, well-lit, high-ceiling and spacious for the participants, no pillars in the middle; and availability of breakout rooms 5 points – in good condition, with average/standard ceiling (i.e., 10 feet); and availability of breakout rooms 1 point – not in good condition, with poor ventilation, foul smell

	b. Room arrangement (e.g., single, double, etc.)	10	<p>10 points – well-lit and spacious; key card access, safe deposit box, clothes rack, desk/laptop workspace, free bottled water, hair dryer, clean bath towels with toiletries</p> <p>5 points – good condition, well-lit and spacious; clothes rack, desk/laptop workspace, free bottled water/water dispenser in common areas, bath towel & bath soap (bar/liquid/gel) only</p> <p>0 point – not in good condition, with poor ventilation, foul smell</p>
	c. Air conditioning	10	<p>10 points – with quiet, efficient air conditioning units</p> <p>5 points – with low noise, efficient air conditioning units</p> <p>0 point – with low noise , insufficient cooling power</p>
	d. Space requirements	10	<p>10 points – with concierge service/luggage storage available, designated area for waiting guests; and with clean and accessible public washrooms</p> <p>6 points – with reception service available, designated area for waiting guests; and with clean and accessible public washrooms</p> <p>1 point – with reception service available, designated area for waiting guests</p>
	3. Facilities		
	a. Water supply and toilet	4	<p>4 points – Provide towels, hairdryer, hot & cold shower, complimentary slippers & toiletries;</p> <p>2 points – Provides towels, hot & cold shower, & toiletries;</p> <p>1 point – Provides towels</p>

	b. Lighting system	5		<p>5 points – complete lighting facility in lobby, hallways, and inside of rooms; LED lights, automatic lighting systems, and/or specialized lighting conditions</p> <p>3 points – complete lighting facility in lobby, hallways, and inside of rooms; lights and fixtures provide a good level of illumination</p> <p>1 point – incomplete/dim light fixture</p>
	c. Elevators	4		<p>4 points – all elevators are in good working condition</p> <p>1 point – some elevators are under repair</p>
	d. Fire escapes	4		<p>4 points – Have emergency exits; installed emergency lights on staircase point – No Fire exit</p>
	e. Firefighting equipment	4		<p>4 points – Have firefighting equipment like fire extinguishers, fire alarms and smoke detectors</p> <p>0 point – No Firefighting equipment</p>
	g. Internet and Telecommunications	4		<p>4 points – Free wifi in all rooms with TV cable and telephone access; Wi-Fi in public areas</p> <p>3 points – limited wifi access and TV cable access only</p> <p>1 point – slow internet connection in hotel rooms</p>
	h. Audio visual equipment	5		<p>5 points – with projector and/or LED display with clear audio system</p> <p>3 points – with projector and LCD projector screen & clear audio system</p> <p>1 point – with limited projector and clear audio system</p>
	4. Other requirements			

	a. Maintenance	5	<p>5 points – Well-maintained amenities and facilities; clean restrooms in common areas</p> <p>3 points – Amenities and facilities are in good condition</p> <p>1 point – Amenities and facilities are for minor renovation or repair</p>
	b. Attractiveness	5	<p>5 points – Categorized as 5-star hotel/resort</p> <p>4 points – Categorized as 4-star hotel/resort</p> <p>3 points – Categorized as 3-star hotel</p> <p>2 points – Categorized as 2-star hotel</p> <p>1 point – Categorized as 1 star hotel</p>
	c. Security	5	<p>5 points – Have 24-Hour Security, functional CCTV in entry/exit points, common areas, outside property and other key points</p> <p>3 points – Have 24-Hour Security, functional CCTV in entry/exit points and hallways only</p> <p>1 point – limited CCTV in common areas and outside property</p>
	5. Catering Services	10	<p>10 points – complied the Halal meal requirements, and offers a variety of food</p> <p>0 point – non-compliant with the Halal meal requirements</p>
	6. Client's satisfactory rating	5	<p>5 points – With excellent reviews of the client by reliable online hotel booking apps (e.g. TripAdvisor, Agoda, Booking, Traveloka, Facebook account, etc.)</p> <p>3 points – With very good reviews of the client by reliable online hotel booking apps (e.g. TripAdvisor, Agoda, Booking,</p>

			Traveloka, Facebook account, etc.) 1 point – With good reviews of the client by reliable online hotel booking apps (e.g. TripAdvisor, Agoda, Booking, Traveloka, Facebook account, etc.)
Sub-total		100	
I.	Availability	$100 \times (.50) =$	
II.	Location and Site Condition	$80 \times (.10) =$	
III.	Neighborhood Data	$80 \times (.05) =$	
IV.	Venue	$75 \times (.35) =$	
FACTOR VALUE			

Note: Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring Entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

PASSING RATE:	75%
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STATEMENT OF COMPLIANCE

I hereby commit to provide the above specified requirements in compliance with the Technical Specifications for the Project: Lease of Office Space Expansion.

Name and Signature of Authorized representative

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Authorized Representative's Signature over Printed Name and Designation:		Date:	

Financial Proposal

Lot no.	Description	Quantity	Price Ceiling (Php)	Name of Building	Unit Price (Php)	Total Price Offer
1	Lease of Office Space Expansion	12 months	8,853,081.44			
	Parking Slots x 6 slots	12 months				
	Security Deposit	1 month				
TOTAL ABC			Php8,853,081.44	Total Price Offer		
Total Price Offer (in words)						
<p>After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.</p> <p>Complete delivery shall be made within the contract duration stipulated above, within fifteen (15) calendar days from the date of receipt of the Notice to Proceed (NTP) to be consumed / occupied by the TECS for one (1) year.</p> <p>We agree to abide by this Quotation for a period of thirty (30) calendar day-bid validity after the deadline for submission specified in the RFQ.</p> <p>We understand that payment for the goods/services delivered will be made to the winning supplier after inspection and acceptance of the goods/services delivered. The above-quoted prices are inclusive of all costs and applicable taxes.</p>						
Name and Signature of Authorized Representative						
Name of the Company:				Company Address:		
Contact Number/s:				Email Address:		



PROJECT: Lease of Office Space Expansion
CONTRACT NO.:

LEASE CONTRACT

THIS CONTRACT made and entered into this ____ day of _____ 2025 by and between the **DEPARTMENT OF EDUCATION**, located at DepEd Complex, Meralco Avenue, Pasig City, represented herein by its _____, _____, as per DepEd Order No. 017, s. 2024 dated 4 December 2024 and DepEd Order No. 001, s. 2025 dated 17 January 2025 (hereinafter referred to as "**DEPED**"); and _____, represented herein by its _____, _____, with office address at _____ (hereinafter referred to as "____"), as per the submitted Request for Quotation (hereto attached as Annex "A").

DEPED and ____ are collectively called **PARTIES**.

WHEREAS, DEPED requested quotations from prospective lessors for the procurement of venue with board and lodging for the law at the service of education: the second deped attorneys and legal personnel national summit, and received a quotation from a lone prospective bidder;

WHEREAS, after evaluation, **DEPED** declared _____, as having the Single Calculated Quotation for the project; and after post-qualification, **DEPED** found the quotation of _____, to be the Single Calculated and Responsive Quotation in the sum of **PHILIPPINE PESOS _____ MILLION, _____ HUNDRED _____ THOUSAND and 00/100 (PhP _____) ONLY**, (hereinafter called the "Contract Price") detailed as follows:

Date of Activity	Estimated Number of Pax	Minimum Guaranteed (at least 70% of Estimated Pax)	No. of Day/s	Amount (in PhP)

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract, words and expressions shall have the same meaning as are respectively assigned to them in the Project Reference.
2. The following documents as required by the 2025 Implementing Rules and Regulations of Republic Act (RA) No. 12009 or the New Government Procurement Act (NGPA) shall be deemed to form and be read and construed as part of this Contract, viz:
 - a. Resolution to Award No. _____ dated _____;
 - b. Notice of Award of Contract and the conforme of _____;

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Witness

DEPED's Witness

DEPED

_____'s Witness

7. _____ shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion, for every day of delay. **DEPED** shall deduct the liquidated damages from any money due or that may become due to _____. Once the accumulated amount of the liquidated damages reaches 10% of the Contract Price, **DEPED** may rescind or terminate the Contract, without prejudice to other courses of action and remedies available under the circumstances.

8. The **PARTIES** shall exert their best efforts to properly resolve any differences or disagreements arising from or in connection with this Contract. It shall be settled through amicable means, such as but not limited to, mutual consultation or negotiation, in accordance with Republic Act No. 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004."

Should amicable settlement fail, the Parties, without herein waiving the benefit of immunity from suit, if any, shall, whenever permitted, submit the dispute to the appropriate courts of Pasig City, to the exclusion of all other venues.

IN WITNESS WHEREOF, the **PARTIES** hereto have caused this Contract to be executed in accordance with governing laws on the day and year first above written.

SIGNED, SEALED AND DELIVERED BY:

DEPED

Authorized Representative

SIGNED IN THE PRESENCE OF:

DEPED's Witness

_____'s Witness

CERTIFIED FUNDS AVAILABLE:

Chief Accountant

DEPED's Witness

DEPED

JAD - EFB - JFY - SLD