



Republic of the Philippines  
**Department of Education**  
PROCUREMENT MANAGEMENT SERVICE

**BIDS AND AWARDS COMMITTEE I**

**Request for Quotation (RFQ)  
Repost**

<b>Reference No.:</b>	<b>2025-LCC(004)-BI-NPLRPV-041a</b>
<b>End-user Unit:</b>	<b>Literacy Coordinating Council Secretariat (LCCS)</b>
<b>Due date:</b>	<b>September 23, 2025</b>
<b>If further information is required, please contact:</b>	<b>Literacy Coordinating Council Secretariat (LCCS) Contact Nos. 8631-2579/ 8636-0186/8631-8380</b>

**September 19, 2025**

**To: All Prospective Proponents**

1. The **Department of Education**, through its **Bids and Awards Committee (BAC) I**, requests price quotation for the project **Procurement of venue with Board and Lodging for the 2025 National Literacy Conference** 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 September 23, 2025** by courier or by hand-delivery at the address given below:  

Bids and Awards Committee I  
c/o BAC Secretariat Division  
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 V of the Project Reference as may be applicable, as well as the provisions of the IRR of R.A. 9184 are deemed to be read into this project.
  - 3.2. The **Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
  - 3.3. The **Technical Specifications** which list the details of the requirements as indicated in Item VII of the Project Reference.

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	

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Room M-512, 5th Floor, Mabini Building  
DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone No.: (02) 8633-9343; 8637-8292  
Email Address: depedcentral.bacsecretariat@deped.gov.ph

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Effectivity		Page	1 of 19



Authorized Representative's Signature over Printed Name and Designation:		Date:	
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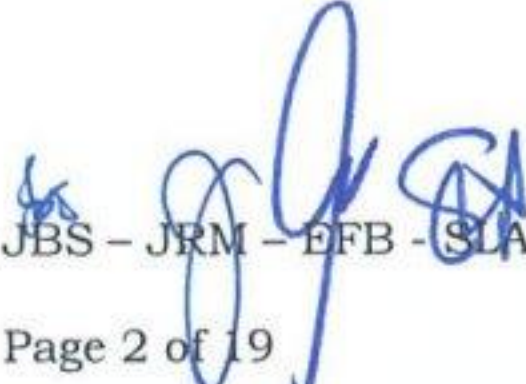
4. The Proponent is required to submit a Financial Proposal indicating its price for the required lot. The Approved Budget for the Contract **PHILIPPINE PESOS THREE MILLION AND 00/100 (PHP3, 000,000.00) ONLY**. For purposes of the evaluation, comparison and ranking of bids/offers, the proponent who submitted the single / lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Bids and Awards Committee (BAC) I.
5. 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.
  - 5.1. 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.
  - 5.2. Based on the above-stated provisions, the Proponent's quotation sent by email will not be accepted and will be considered as rejected.
6. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
7. DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
8. 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.
9. 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.
10. 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.

  
**MALCOLM S. GARMA**  
 Undersecretary and Chairperson



Received Copy:

Remarks:

  
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## PROJECT REFERENCE

## I. PROJECT TITLE:

**Procurement of venue with Board and Lodging for the 2025 National Literacy Conference**

## II. PROJECT OWNER:

Department of Education – **Literacy Coordinating Council Secretariat (LCCS)**

## OBJECTIVE:

To procure the project - **Procurement of venue with Board and Lodging for the 2025 National Literacy Conference** 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 Number;
- (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 revised Implementing Rules and Regulations of Republic Act No. 9184.

## 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. 9184 and its Revised 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 delivery site will be based on the location of the awarded lease of venue.** Risk and title to the goods/services will pass from the Proponent to DepEd upon receipt and final acceptance of the goods/services at their final destination.

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

Upon delivery of the goods/services to the Delivery Site, the Proponent shall notify DepEd through OUCT 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 **Ms. Katrina C. Gargoles, 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 the date of this contract shall be as follows:

### **Full Payment**

One time/Full payment subject to government taxes upon receipt of complete documentary requirements from the service provider, **based on the actual**

**number of registered participants or minimum guaranteed participants.**

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

**V. SCHEDULE OF REQUIREMENTS** as indicated in **Annex "B"**.

**VI. TECHNICAL SPECIFICATIONS** as indicated in **Annex "C"**.

**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 (1) 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 offered brand, model, make and specifications, as well as the total price of the item or the items 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 to the delivery site/s 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.

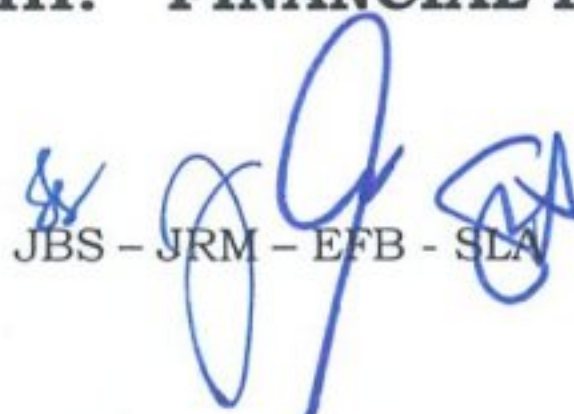
The RFQ Form must be duly signed and accomplished, either typewritten or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.

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 "B"**); (ii) Technical Specifications (**Annex "C"**); and (iii) Financial Proposal (**Annex "D"**) 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 I  
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. Joan B. Sabino (Project in Charge)

**VIII. FINANCIAL PROPOSAL QUOTATION FORM** as indicated in **Annex "D"**

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### Schedule of Requirements

Item No.	Description	Estimated Number of Pax	Minimum Guaranteed (at least 70% of estimated Pax)	Target Venue	Date of Activity
1	Procurement of venue with Board and Lodging for the 2025 National Literacy Conference	500 pax	350 pax	Within National Capital Region (NCR)	December 1- to 3, 2025

#### A. Delivery Schedule

Complete delivery shall be made within the contract duration stipulated above, from the date of receipt of the Notice to Proceed (NTP).

#### B. Project Site

The delivery site will be based on the location of the awarded service provider.

#### 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 Literacy Coordinating Council Secretariat (LCCS) 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
- 4) Must meet the minimum passing rate at least 70% of the **Rating Factors for Lease of Venue, attached as Appendix "B"**

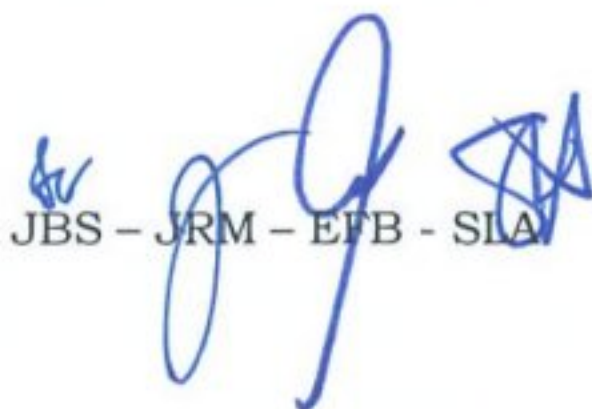
## Statement of Compliance

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 last day 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 I reserve 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.

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Name and Signature of Provider's Authorized Representative

  
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**Technical Specifications**

**Detailed Technical Specifications**

ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
Procurement of venue with Board and Lodging for the 2025 National Literacy Conference	Within National Capital Region		
	<p><b>I.</b> <i>Type of Activity/ies:</i> <b>Conference</b></p> <p><b>II.</b> <i>Number of Days:</i> <b>3 days</b></p> <p><b>III.</b> <i>Desired Venue and/or Function:</i> <b><u>Hotel with Plenary Hall and Function Rooms</u></b></p> <p><b>IV.</b> <i>Type of Accommodation for secretariat/facilitators and guests:</i></p> <ul style="list-style-type: none"> <li>✓ At least 20 Single Sharing rooms for Secretariat and Resource Persons;</li> <li>✓ At least 120 Double Sharing rooms for the Secretariat and participants;</li> <li>✓ At least 80 Triple Sharing rooms for participants;</li> <li>✓ Strictly no bed-sharing;</li> <li>✓ No bed mattress on the floor;</li> <li>✓ Each room shall have its own toilet and bathrooms equipped with 2with showers and basic fittings with cold and hot running water on a 24-hour basis;</li> <li>✓ There shall be a functioning air conditioning unit and television set in each room;</li> <li>✓ There shall be drinking water and glasses in each bedroom (or near the bedrooms);</li> <li>✓ Refrigerators may be in each room, should this not be possible, at least refrigeration services may be made available when requested;</li> <li>✓ Lightings and fixtures in all rooms and bathrooms shall be functional;</li> <li>✓ Fire exit guidelines and house rules for guests should be prominently displayed in each bedroom;</li> <li>✓ A reception information counter providing 24-hour service and equipped with a telephone should be available;</li> </ul>		

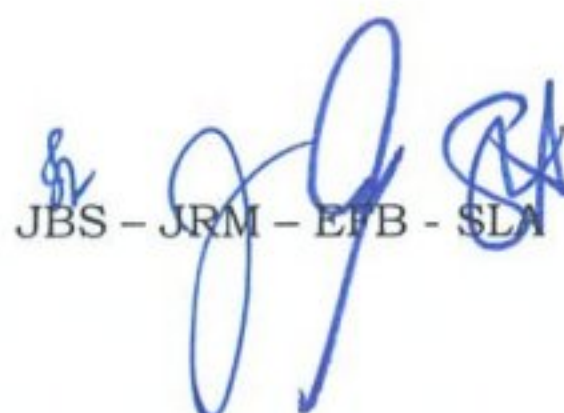
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	<ul style="list-style-type: none"> <li>✓ There shall be a hotel lobby, reasonably furnished with seating, the size of which shall be commensurate with the size of the hotel;</li> <li>✓ Porter service shall be made available upon request;</li> <li>✓ There shall be left luggage rooms and safe deposit boxes in the establishment;</li> <li>✓ Clean, good-quality linen/blankets/towels, etc. shall be supplied.</li> <li>○ Check-in time: <b>December 1, 2025, 2:00 PM</b></li> <li>○ Check-out time: <b>December 3, 2025 12:00 NN</b></li> </ul>		
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<b>Function Room:</b>
<ul style="list-style-type: none"> <li>• <b>Can accommodate at least 500 pax in a <u>conference set-up on the first day and wedding style/round set-up on the second day</u>;</b></li> </ul>
<ul style="list-style-type: none"> <li>• Well-lighted and well-ventilated;</li> </ul>
<ul style="list-style-type: none"> <li>• Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> <li>○ At least <b>8 LCD projectors and 8 wide screens</b>,</li> <li>○ At least <b>4 Whiteboard with marker/s and erasers</b>,</li> <li>○ Complete set sound system, at least <b>10 extension cords</b> for laptops,</li> <li>○ <b>8 microphones</b> (4 wireless &amp; 4 wired microphones), <b>4 microphone stands</b>, and</li> <li>○ <b>2 podiums/lecterns</b>, etc.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Availability of LED Wall within the duration of the event;</li> </ul>
<ul style="list-style-type: none"> <li>• Unlimited access to the internet / Wi-Fi in all areas of the venue, and <b>at least 1 gbps internet connectivity speed, good for live-streaming purposes</b>;</li> </ul>
<ul style="list-style-type: none"> <li>• At least <b>4 rectangular tables</b> for the Secretariat (Registration Area);</li> </ul>
<ul style="list-style-type: none"> <li>• Accessible Comfort Rooms;</li> </ul>
<ul style="list-style-type: none"> <li>• Complimentary Room for storage of equipment and supplies;</li> </ul>
<ul style="list-style-type: none"> <li>• No pillars in the middle of the function room.</li> </ul>

<b>Meals:</b>
<ul style="list-style-type: none"> <li>• First meal: <b>Breakfast of December 1, 2025</b> (Monday)</li> </ul>
<ul style="list-style-type: none"> <li>• Last meal: <b>Dinner of December 3, 2025</b> (Wednesday)</li> </ul>

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<b>MEALS</b>	<b>December 1</b>	<b>December 2</b>	<b>December 3</b>
<i>Breakfast</i>	✓	✓	✓
<i>AM Snacks</i>	✓	✓	✓
<i>Lunch</i>	✓	✓	✓
<i>PM Snacks</i>	✓	✓	✓
<i>Dinner</i>	✓	✓	✓

- Any type of buffet with stand-by waiters (Breakfast, Lunch, and Dinner);
- Separate function hall with buffet for 50 pax (Secretariat/Working Committee, Guests, Facilitators, and Resource Persons)  
For breakfast: e.g. **2** main dishes, rice, bread, choice of hot tea/chocolate or coffee;
- For lunch and dinner: e.g. **3** main dishes (fish, choice of meat: chicken/pork/beef, and vegetables subject to menu selection), soup, rice, dessert: fruit or salad and drinks (Purely vegetarian or halal food may be required during the event proper);
- AM and PM Snacks with drinks;
- Free flowing coffee and/or tea;
- Candies; and Stand-by waiters.

**Another Requirement/s:**

<ul style="list-style-type: none"> <li>• Maintaining cleanliness-function hall, restrooms, sleeping quarters, hallway, coffee/tea area, and dining area;</li> </ul>
<ul style="list-style-type: none"> <li>• Provision for backdrop for the activity; and Tarpaulin display at Project Site, not to exceed 3" x 4"; optional for Projects not exceeding 5 days (COA Circ. 2013-004);</li> </ul>
<ul style="list-style-type: none"> <li>• With appropriate and sufficient parking area for VIPs and other Guests;</li> </ul>
<ul style="list-style-type: none"> <li>• With 24-hour security, front-desk and housekeeping services;</li> </ul>
<ul style="list-style-type: none"> <li>• Maintenance personnel should be made available when requested for all hotel sections;</li> </ul>
<ul style="list-style-type: none"> <li>• Fire prevention facilities shall conform to the requirements of the fire code of the Philippines;</li> </ul>
<ul style="list-style-type: none"> <li>• Accessible emergency exit and alarm, standby fire extinguishers, and automatic sprinklers;</li> </ul>
<ul style="list-style-type: none"> <li>• 24-hour availability of emergency services for the duration of the activity.</li> </ul>

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

**Project:** Procurement of venue with Board and Lodging for the 2025 National Literacy Conference


	<b>RATING FACTORS</b>	<b>Weight (%)</b>	<b>Rating</b>	<b>Indicators</b>
<b>I.</b>	<b>Availability</b>	100		100 points – venue is available on the proposed activity date/s 0 point – venue is not available on the proposed activity date/s
	<b>Sub-total</b>	100		
<b>II.</b>	<b>Location and Site Condition</b>			
	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
	<b>Sub-total</b>	100		
<b>III.</b>	<b>Neighborhood Data</b>			
	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 points – Police station is more than 15 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
	<b>Sub-total</b>	100		
<b>IV.</b>	<b>Venue</b>			
	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 8 points – in good condition, with average/standard ceiling (i.e.,

				10 feet); and availability of break-out rooms 1 point – not in good condition, with poor ventilation, foul smell
	b. Room arrangement (e.g., single, double, etc.)	10		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 8 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 0 point – not in good condition, with poor ventilation, foul smell
	c. Air conditioning	10		10 points – with quiet, efficient air conditioning units 7 points – with low noise, efficient air condition units 0 point – with low noise, insufficient cooling power
	d. Space requirements	10		10 points – with concierge service/luggage storage available, designated area for waiting guests; and with clean and accessible public washrooms 8 points – with reception service available, designated area for waiting guests; and with clean and accessible public washrooms 1 point – with reception service available, designated area for waiting guests
	<b>2. Facilities</b>			
	a. Water supply and toilet	4		4 points – Provide towels, hairdryer, hot & cold shower, complimentary slippers & toiletries; 2 points – Provide towels, hot & cold shower, & toiletries; 1 point – Provide towels
	b. Lightning system	5		5 points – complete lighting facility in lobby, hallways, and inside of rooms; LED lights, automatic lighting systems, and/or specialized lighting conditions 3 points – complete lighting facility in lobby, hallways, and inside of rooms; lights and fixtures provide a good level of illumination 1 point – incomplete/dim light fixture
	c. Elevators	4		4 points – all elevators are in good working condition 1 point – some elevators are under repair
	d. Fire escapes	4		4 points – Have emergency exits; installed emergency lights on staircase 0 point – No Fire exit
	e. Firefighting equipment	4		4 points – Have firefighting equipment like fire extinguishers, fire alarms and smoke detectors 0 point – No Firefighting equipment
	f. Internet and Telecommunications	4		4 points – Free Wi-Fi in all rooms with TV cable and telephone access; Wi-Fi in public areas 3 points – limited Wi-Fi access and TV cable access only 1 point – slow internet connection in hotel rooms
	g. Audio visual equipment	5		5 points – with projector and/or LED display with clear audio system 3 points – with projector and LCD projector screen & clear audio system 1 point – with limited projector and clear audio system
	<b>4. Other Requirements</b>			

	a. Maintenance	5	5 points – Well-maintained amenities and facilities; clean restrooms in common areas 3 points – Amenities and facilities are in good condition 1 point – Amenities and facilities are for minor renovation or repair
	b. Attractiveness	5	5 points – Categorized as 5-star hotel/resort 4 points – Categorized as 4-star hotel/resort 3 points – Categorized as 3-star hotel 2 points – Categorized as 2-star hotel 1 point – Categorized as 1-star hotel
	c. Security	5	5 points – Have 24-Hour Security, functional CCTV in entry/exit points, common areas, outside property and other key points 3 points – Have 24-Hour Security, functional CCTV in entry/exit points and hallways only 1 point – limited CCTV in common areas and outside property
	5. Catering Services	10	10 points – complied the meal requirements, and offers a variety of food 5 points – limited meal options 1 point – hotel's discretionary on all food menu, or alternative meal arrangement
	6. Client's satisfactory rating	5	5 points – With excellent reviews of the client by reliable online hotel booking apps (e.g. TripAdvisor, Agoda, Booking, Traveloka, Facebook account, etc.) 3 points – With very good reviews of the client by reliable online hotel booking apps (e.g. TripAdvisor, Agoda, Booking, 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.)
<b>Sub-total</b>		<b>100</b>	
<b>I.</b>	<b>Availability</b>	<b>x (.50) =</b>	
<b>II.</b>	<b>Location and Site Condition</b>	<b>x (.10) =</b>	
<b>III.</b>	<b>Neighborhood Data</b>	<b>x (.05) =</b>	
<b>IV.</b>	<b>Venue</b>	<b>x (.35) =</b>	
<b>FACTOR VALUE</b>			

*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.*

<b>PASSING RATE:</b>	<b>70%</b>
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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: Procurement of venue with Board and Lodging for the 2025 National Literacy Conference

**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:	

  
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**Annex "D"**

Lot	Description	Estimated Number of Pax	Minimum Guaranteed (at least 70% of estimated Pax)	No. of Days	Price Ceiling (Php)	Date of Activity	Name of Hotel	Unit Price (Php)
<b>1 lot</b>	Procurement of venue with Board and Lodging for the 2025 National Literacy Conference (Within National Capital Region)	500 pax	350 pax	3 days	<b>3,000,000.00</b>	December 1 to 3, 2025		
<b>TOTAL ABC</b>					<b>PHP3,000,000.00</b>	<b>Total Price Offer</b>		
<b>Total Price Offer (in words)</b>								
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.								
Complete delivery shall be made within the contract duration stipulated above, from the date of receipt of the Notice to Proceed (NTP).								
We agree to abide by this Quotation for a period of <b>thirty (30) calendar day-bid validity</b> after the deadline for submission specified in the RFQ.								
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.								
Name and Signature of Authorized Representative								
Name of the Company:				Company Address:				
Contact Number /s:				Email Address:				

  
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**PROJECT:** Procurement of venue with Board and Lodging for the  
 2025 National Literacy Conference  
**CONTRACT NO.:**

**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 (Omnibus Sworn Statement/Secretary's Certificate/Special Power of Attorney) dated \_\_\_\_\_ (hereto attached as Annex "A").

**DEPED** and \_\_\_\_\_ are collectively called **PARTIES**.

**WHEREAS, DEPED** invited bids for the \_\_\_\_\_ consisting of \_\_\_\_\_ lots, and received bids from \_\_\_\_\_ for Lot No. \_\_\_\_; **DEPED** opened, read, and evaluated the bids of the bidders and declared \_\_\_\_\_ as having the Lowest Calculated Bid for Lot No. \_\_\_\_; after evaluation, **DEPED** post-qualified and declared the bid of \_\_\_\_\_ as the Lowest Calculated Responsive Bid for Lot No. 1 in the sum of **PHILIPPINE PESOS \_\_\_\_\_ MILLION, \_\_\_\_\_ THOUSAND, \_\_\_\_\_ HUNDRED and \_\_\_\_/100 (PhP \_\_\_\_\_) ONLY**, (hereinafter called the "Contract Price") detailed as follows:

Lot No. (if applicable)	Description	Amount (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 Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Contract, viz:
  - a. Resolution to Award No. \_\_\_\_\_ dated \_\_\_\_\_
  - b. Philippine Bidding Documents;
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
  - h. \_\_\_\_\_
  - i. General and Special Conditions of the Contract;

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\_\_\_\_\_'s Witness

DEPED's Witness

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- ii. Schedule of Requirements; and
- iii. Terms of Reference;
- iv. Bid Bulletin No. \_\_\_\_\_ dated;

c. \_\_\_\_\_'s bid, including the eligibility requirements, technical and financial proposals, and all other documents or statements submitted;

d. Performance Security;

e. Notice of Award (NOA) of Contract and \_\_\_\_\_'s conforme thereto; and

f. Other contract documents required by existing laws and/or DepEd in the Bidding Documents. \_\_\_\_\_ agrees that additional contract documents of information prescribed by the Government Procurement Policy Board (GPPB) that are subsequently required for submission after the contract execution such as, but not limited to, Notice to Proceed and Variation Order, shall form part of the Contract.

3. \_\_\_\_\_ shall post a Performance Security within 10 calendar days from receipt of the NOA in the form and amount prescribed therein. The Performance Security shall be posted in favor of **DEPED**, and shall be forfeited in the event that it is established that \_\_\_\_\_ is in default of any of its obligations under this Contract. \_\_\_\_\_ shall be responsible for the extension of its performance security and/or undertake to renew its Performance Security whenever necessary, and without the need for prior notice of instruction from **DEPED**, to ensure that it is in force and effect for the whole duration of the Contract.

4. The services referred to in this Contract shall be rendered by \_\_\_\_\_ at \_\_\_\_\_ within \_\_\_\_\_ calendar days from the receipt of the Notice to Proceed (NTP) or as may be indicated in the NTP. \_\_\_\_\_ shall ensure that the required services will be rendered in accordance with the Schedule of Requirements, which is hereto attached as Annex "B" and made an integral part hereof.

Services rendered at sites other than the designated site without **DEPED**'s written authorization and/or approval may be rejected by the latter. Violation of this provision, based on documents and reports submitted and validated by the authorized receiving personnel may be a cause for the termination of the Contract.

5. The services to be rendered must conform to and comply with the standards mentioned in Section VI. Schedule of Requirements of the Bidding Documents, and must be in accordance with the Terms of Reference (and final specifications [if applicable]) as approved by the Bids and Awards Committee, or as amended by subsequently issued Bid Bulletin, if any, based on \_\_\_\_\_'s submission, and reflected in the post-qualification report, which is hereto attached as Annex "C" and made an integral part hereof.

Any proposal by \_\_\_\_\_ to perform other services in lieu of those stated under the Terms of Reference shall be discretionary to **DEPED**, subject to the evaluation and favorable recommendation of the **DEPED**'s end-user or implementing unit, and the approval of the herein authorized

\_\_\_\_\_'s Witness

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signatory. In any such case, the proposal by \_\_\_\_\_ for substitution shall be in writing and shall not result in any additional cost or undue burden to **DEPED**.

6. In case \_\_\_\_\_ encounters condition(s) impeding timely performance of the required services, \_\_\_\_\_ shall promptly notify **DEPED** in writing within five (5) calendar days from notice of such condition(s). Any request for work suspension and/or contract period extension shall be promptly done in writing as soon as circumstances for such request have become apparent. \_\_\_\_\_ must provide sufficient proof to support any request for work suspension and/or contract period extension.

7. The Contract Price shall be paid to \_\_\_\_\_ in accordance with the following disbursement procedures:

a. \_\_\_\_\_ may submit a request for payment based on the following:

- i. Value of actual services rendered based on the schedule of delivery and other relevant terms and conditions of the Contract; and
- ii. Certification by \_\_\_\_\_, duly signed and dated by the authorized representative of **DEPED** indicating that the services have been rendered in accordance with the Contract.

Other documents in support of a request for payment may be required by **DEPED** pursuant to existing disbursement, accounting, and auditing rules and procedures.

b. Payment shall be made to \_\_\_\_\_ within 60 days from submission of the documents specified in SCC Clause 2.2 and other documents as may be prescribed by **DEPED** in the following manner:

- i. [If applicable] One hundred percent (100%) of the Contract Price shall be paid to \_\_\_\_\_ upon complete performance of the required services, and acceptance by the duly authorized DepEd representative;

**OR**

[If applicable] For the initial progress payment, a minimum of 25% of the Contract Price shall be paid to \_\_\_\_\_ upon complete performance of at least 25% of the services and acceptance of the same by the duly authorized DepEd representative;

**OR**

[If applicable] \_\_\_\_\_% of the Contract Price shall be paid to \_\_\_\_\_ upon \_\_\_\_\_;

**OR**

[Insert other payment terms, as applicable]

- ii. [If applicable] Final payment shall consist of the full and final payment of the unpaid services, subject to the submission of the required documents under the Bidding Documents.

\_\_\_\_\_'s Witness

DEPED's Witness

DEPED

8. [If applicable] Ownership, title, rights, and interest with respect to the contents of the \_\_\_\_\_, including all resources, records, or materials used or obtained in the course of this Contract shall vest exclusively with **DEPED**. \_\_\_\_\_ hereby irrevocably waives any claim thereto. \_\_\_\_\_ shall not, in any manner or for any purpose, use the contents of the \_\_\_\_\_ beyond what is expressly allowed for the purpose of accomplishing the terms under this Contract, unless express permission of **DEPED** in writing is obtained.
  
9. [If applicable] Each party in the performance of their respective duties and responsibilities under this Contract and in the implementation thereof shall adhere to Republic Act No. 10173, otherwise known as the "Data Privacy Act of 2012." Any gathered data and information should be protected and respected during the term and even after the termination of this Contract. The processing of any gathered data and information should be in compliance with the confidentiality and privacy requirements under the said law and applicable regulations.
  
10. \_\_\_\_\_ shall be liable for liquidated damages in an amount equal one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion, for every day of delay until such goods are finally rendered and accepted by **DEPED**. **DEPED** shall deduct the liquidated damages from any money due or which may become due to \_\_\_\_\_, or collect from any of the securities posted by \_\_\_\_\_, whichever is convenient to **DEPED**. Once the accumulated amount of 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.
  
11. The **PARTIES** shall make every effort to resolve amicably and by mutual consultation any and all disputes or differences arising between the **PARTIES** in connection with the implementation of the Contract. Should such dispute not be resolved amicably, it shall be submitted to Early Neutral Evaluation pursuant to Republic Act No. 9285 or the "Alternative Dispute Resolution Act of 2004", and its Implementing Rules and Regulations.

**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

  
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