



Republic of the Philippines
 Department of Education
 Region VI – Western Visayas
DIVISION OF AKLAN
 Kalibo, Aklan



REQUEST FOR QUOTATION (RFQ)

Project No: DepED-RO6-D1-TRAINING(BUDGET&FINANCE)-012-2020

The Department of Education Division of Aklan, through its Bids and Awards Committee (BAC) invites the suppliers to submit quotation and to bid for the hereunder list of procurement:

NAME OF PROJECT: **Lease of Real Property and Venue with Lodging Accommodation and Catering Services for the Conduct of 1st Quarter Coordination Meeting with the Division Accountants and Budget Officers**

FUNDING SOURCE: **GOVERNMENT OF THE PHILIPPINES (GoP) 2020 – Downloaded Fund**

APPROVED BUDGET FOR THE CONTRACT: **Php 247,000.00**

DATE OF TRAINING/ PARTICIPANTS : **March 25-27, 2020 – 55 Participants**

MODE OF PROCUREMENT: **NEGOTIATED – LEASE OF REAL PROPERTY AND VENUE (SECTION 53.10)**

The Department of Education Division of Aklan, through its Bids and Awards Committee (BAC), now invites bids for the above-mentioned works.

Date	Particulars	Quantity	Unit
March 25, 2020	PM Snack, Dinner and Lodging (55 pax)	1	Package
March 26, 2020	Breakfast, AM Snack, Lunch, PM Snack, Dinner, Lodging Accommodation and Using of Function Hall (55 pax)		
March 27, 2020	Breakfast, AM Snack, Lunch (55 pax)		

TERMS AND CONDITIONS:

- One big fully air-conditioned function room to accommodate all participants
- With standby generator w/ complete and good sound system with microphones and 2 wireless microphones with replacement fresh batteries
- Smoke-free environment
- Tables and chairs with cover to accommodate all participants
- Use of function room up to 7:00 PM
- Lectern
- Free flowing coffee with sugar and creamer (or tea or powdered chocolate-drink
- With hot and cold water dispenser
- With standby assigned personnel and ICT staff during the workshop.
- Minimal use of plastics and/or Styrofoam for food container
- Provision of Hand Sanitizer (alcohol) for the participants entering the function room to be placed in the registration table
- Buffet Style for Lunch
- Free Welcome Tarpaulin and backdrop
- Aircon room to accommodate 3 pax with functional television and hot shower
- Clean Restrooms with sufficient water supply, soap, bathroom tissue.
- Lodging Accommodation

Proposed Menu:

For AM/PM Snacks:

Natural Fruit Juice (non-Carbonated, not artificially-flavored juice
Bottled Water (250ml), Any of Soup with Toasted Bread/
Cakes, Sandwiches/Hamburger/Siopao/Pasta/ kakanin/ banana cue

For Lunch:

Rice, Main Dish (Chicken Adobo, fish sinigang, beef steak, fried chicken, Side Dish (mixed vegetables, pakbet, chop suey, etc.), Desserts (fresh fruits, Gulaman, salad, brownies, black sambu, etc), Soup, Juices/Bottled Water (250ml)

The Schedule of BAC Activities is as follows:

Activity	Date and Time	Venue
Issuance of Canvass	March 2-7, 2020, 8:00 AM –5:00 PM	DepED Division of Aklan
Pre-Bid Conference	Not applicable	
Submission & Receipt of Canvass	On or before March 7 2020, 5:00 AM	DepED Division of Aklan

DepED reserves the right to accept or reject any or all canvasses, to annul the procurement process, or declare failure of procurement at any time prior to contract award without thereby incurring any liability to the affected parties.

For further information, please refer to:

EDSELYN T. BIRAY

Secretariat
Bids and Awards Committee (BAC)
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JOSE NIRO R. NILLASCA
BAC Chairperson