



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(IT)-034-2019

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 CAPACITY BUILDING FOR INFORMATION TECHNOLOGY OFFICERS**

FUNDING SOURCE: **GOVERNMENT OF THE PHILIPPINES (GoP) 2018 – DOWNLOADED**

APPROVED BUDGET FOR THE CONTRACT: **Php584,000.00**

DATE OF TRAINING : **MAY 27-31, 2019**

PARTICIPANTS: **73 pax**

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.

TERMS AND CONDITIONS:

- A fully air-conditioned function room to accommodate up to 75 participants
- Free use of generator w/ complete and good sound system with microphones and 2 wireless microphones
- Use of function room up to 7:00 PM
- Smoke-free environment
- Free flowing coffee
- With hot and cold water dispenser
- Aircon room to accommodate 3 pax with functional television and hot shower
- No one will sleep on the floor
- Free Internet connection and Wi-Fi booster.
- Function room and lodging must be on the same location
- Provision of complementary bottled water at the bedroom.
- Free candies during workshop time.
- With standby assigned personnel and ICT staff during the workshop.
- First Meal is Lunch on May 27, 2019 - 73 pax
- Last Meal is AM Snack on May 31, 2019 - 73 pax
- Buffet Style for Breakfast, Lunch and Dinner
- Lodging: May 27-29, 2019 - 73 pax
- Proposed meals for Breakfast, Lunch and Dinner: Rice, Main Dish (2), Side Dish (1), Desserts/Fruits, Soup, Juices/Bottled Water
- Proposed meals for AM and PM Snack: Juice/Bottled Water, Any of Soup with Toasted Bread/Cakes, Sandwiches/Hamburger/Siopao/Pasta

The Schedule of BAC Activities is as follows:

Activity	Date and Time	Venue
Issuance of Canvass	May 8-14, 2019, 8:00 AM –5:00 PM	DepED Division of Aklan
Pre-Bid Conference	Not applicable	
Submission & Receipt of Canvass	On or before May 14, 2019, 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)
Department of Education, Division of Aklan
Arch. Bishop Reyes St., Kalibo, Aklan
Telephone No. (036) 268-6286



JOSE NIRO R. NILLASCA
BAC Chairperson