



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



## REQUEST FOR QUOTATION (RFQ)

Project No: [DepED-RO6-D1-TRAINING\(RESEARCH\)-082-2020](#)

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 Catering Services for the Conduct of Capability Building in Conducting Action Researches 2020-2021**

FUNDING SOURCE: **GENERAL APPROPRIATIONS ACT (GAA) 2020 – INSET/HRTD**

APPROVED BUDGET FOR THE CONTRACT: **Php63,000.00**

DATE OF TRAINING : **November 24-25, 2020**

PARTICIPANTS: **70 Pax**

MODE OF PROCUREMENT: **NEGOTIATED PROCUREMENT – AGENCY TO AGENCY (SECTION 53.5)**

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:

- 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
- 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 Tables and Chairs
- Observance of Health Protocol Standard

### Suggested Menu:

#### For AM/PM Snacks:

Juice/Bottled Water, Any of Soup with Toasted Bread/  
Cakes, Sandwiches/Hamburger/Siopao/Pasta

#### For Lunch:

Rice, Main Dish (2), Side Dish (1), Desserts/Fruits,  
Soup, Juices/Bottled Water

The Schedule of BAC Activities is as follows:

| Activity                        | Date and Time                            | Venue                   |
|---------------------------------|--|-------------------------|
| Issuance of Canvass             | October 26-29, 2020<br>8:00 AM –5:00 PM  | DepED Division of Aklan |
| Pre-Bid Conference              | Not applicable                           |                         |
| Submission & Receipt of Canvass | On or before October 29, 2020<br>5:00 PM | 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,  
Poblacion, Numancia, Aklan,  
Telephone No. (036) 265-3744 local 109

  
**JOSE NIRO R. NILLASCA**  
BAC Chairperson