



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

**REQUEST FOR QUOTATION (RFQ)**  
PROJECT NO: [DepED-RO6-D1-DvCEL-CY2025-013-2025](#)

The Department of Education Schools 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: **PROCUREMENT OF MEALS AND HALL USAGE FOR THE CONDUCT OF THE DIVISION CONVERGENCE ON EDUCATION LEADERS (DvCEL) MEETING FOR CY 2025**

Funding Source: **Government of the Philippines (GoP) 2025**

Approved Budget Cost: **Php2,064,000.00**

Mode of Procurement: **Negotiated Procurement – Two Failed Biddings**

The Department of Education Schools Division of Aklan, through its Bids and Awards Committee (BAC), now invites quotations for the following goods:

**I. Schedule of Requirements**

Item	Description	No. of pax	No. of days	Total	Delivered, Weeks/ Months
Package	Venue inclusive of Meals (AM, PM Snacks, and Lunch) 430 pax Tables with table cloth Chairs  Sounds (with at least 4 wireless microphones)  Provision of Projector	430	8	2,064,000.00	May 2025 to December 2025 <i>(One day per month)</i>

## II. Technical Specifications

Item	Specification	Statement of Compliance
		<p><i>[Bidders must state here either <b>“Comply”</b> or <b>“Not Comply”</b> against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
Meals	<ul style="list-style-type: none"> <li>a. Snacks               <ul style="list-style-type: none"> <li>i. Sandwiches/siopao/kakanin/Banana cue/Kamote cue/ cheese bread</li> <li>ii. Bottled water (250 ml)/fresh fruit juice (not artificial)/soft drinks</li> </ul> </li> <li>b. Lunch               <ul style="list-style-type: none"> <li>i. Rice, soup, vegetables</li> <li>ii. Chicken adobo/fish sinigang/fried fish bangus</li> <li>iii. Fresh fruits for dessert</li> <li>iv. Bottled water (250 ml)</li> </ul> </li> <li>c. Provision of special menu for those with food preferences.</li> </ul>	

Venue	a. Tables with tablecloth, chairs, and sounds. (with at least 4 wireless microphones) b. Provision of Projector	
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### III. Quotation Form

Quantity	Unit	Name of Articles	Unit Price	Total Price
1	Package	Venue inclusive of Meals (AM, PM Snacks, and lunch) 430 pax Tables with table cloth Chairs Sounds (with at least 4 wireless microphones) Provision of Projector		
<b>Total Amount in Words:</b>				

### IV. Terms and Conditions:

1. Delivery Period: As stated in the Schedule of Requirements
2. Delivery Site: As stated in the Schedule of Requirements
3. Price Validity: 120 days from submission of quotation
4. Warranty: No Warranty
5. Price is inclusive of all costs and applicable taxes.

**This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.**

Suppliers Business Name: \_\_\_\_\_

PhilGEPS Reg. No. \_\_\_\_\_ **RED**

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

VAT  Non-VAT  VAT Exempt

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**Supplier's Signature Over Printed Name**

**Documentary Requirements:**

1. PhilGEPS Registration Certificate
2. Mayor's/Business Permit
3. Professional License/Curriculum Vitae (Consulting Services)
4. PCAB License (infrastructure)
5. Income tax return (For ABC's higher than 500k)
6. Omnibus Sworn Statement (For ABC's higher than 500k)

The Schedule of BAC Activities are as follows:

<b>Activity</b>	<b>Date and Time</b>	<b>Venue</b>
Issuance of RFQ	March 12 to March 17, 2025 8:00 AM – 5:00 PM	DepED Schools Division of Aklan, Poblacion, Numancia, Aklan
Pre-Bid Conference	Not applicable	Not applicable
Submission & Receipt of Canvass	On or before March 17, 2025 5:00 PM	DepED Schools Division of Aklan, Poblacion, Numancia, 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:

**MICHAEL T. RAPIZ**

Secretariat

Bids and Awards Committee (BAC)

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Poblacion, Numancia, Aklan,

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**RAMON D. PARAS JR. EdD**  
BAC Chairperson