



Republic of the Philippines  
**Department of Education**  
 REGION I

REQUEST FOR QUOTATION / PROPOSAL

Name of Company \_\_\_\_\_

Complete Company Address \_\_\_\_\_

DATE : **May 21, 2026**  
 RFQ NO. : **2026-05-0097J**  
 PR NO. : **2026-05-0092J**  
 PHILGEPS REF NO. : \_\_\_\_\_

To whom it may concern:

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **May 25, 2026 at 2:00PM** Bids and Awards Committee, DepED Regional Office City of San Fernando, La Union

Very truly yours,

**RHODA T. RAZON**  
 Director III  
 Chairperson, BAC

**CANVASSERS'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Department of Education Region I.

\_\_\_\_\_  
 (Signature Above Printed Name)  
**AUTHORIZED CANVASSERS**

PLEASE QUOTE: PER LOT

SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX

Lot NO.	ITEM DESCRIPTION (Item Name & Technical Specification)	QTY.	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	
					UNIT PRICE	TOTAL PRICE	YES	NO
	<b>Procurement of Venue, Meals, and Accommodation of Participants on the conduct of the Training of Division Trainers on the Revised Grades 9 Curriculum (English, Filipino, AP, GMRC) Any Hotel in Region I Batch 4 - LOT 4</b>	<b>1</b>	<b>lot</b>	<b>1,800,000.00</b>				
	Venue: Any Hotel in Region I							
<b>I.</b>	<b>June 2, 2026 - Day 1</b>							
	PM Snacks, Dinner, Accommodation	<b>225</b>	<b>pax</b>					
	<b>June 3, 2026 - Day 2</b>							
	Full Meal with Accommodation	<b>225</b>	<b>pax</b>					
	<b>June 4, 2026 - Day 3</b>							
	Full Meal with Accommodation	<b>225</b>	<b>pax</b>					
	<b>June 5, 2026 - Day 4</b>							
	Full Meal with Accommodation	<b>225</b>	<b>pax</b>					
	<b>June 6, 2026 - Day 5</b>							
	Breakfast, AM Snacks, Lunch	<b>225</b>	<b>pax</b>					
	(see attached Terms of Reference)							
	Note: Read the General Conditions on the 2nd page							



Flores St., Catbangen, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324  
 DepEd Region I - region1@deped.gov.ph  
 www.depedregion1.com

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**GENERAL CONDITIONS**

1. All entries must be typewritten and/or written legibly;
2. Bidders must submit certificate of PHILGEPS Registration ;
3. Bidders must submit the following documentary requirements
  - a. Business permits/ Mayor's permit
  - b. Notarized Omnibus Sworn Statement
  - c. Latest ITR
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 

*Your Company Name*  
*RFQ No.*  
*PR No.*  
*PHILGEPS Reference No.*
5. Delivery period must be on **June 2 to 6, 2026.**
6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
7. Price validity shall be for a period of \_\_\_\_\_ days upon opening of the quotation;
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
9. Transaction with Department of Education Region I shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
10. Failure to comply with these conditions shall mean disqualification of your bid proposal.
11. For queries or clarifications, you can contact us via email: [procurement.region1@deped.gov.ph](mailto:procurement.region1@deped.gov.ph)

**SUPPLIER/CONTRACTOR/CONSULTANTS  
 CERTIFICATION**

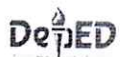
Date: \_\_\_\_\_

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in \_\_\_\_\_ days from receipt of the Notice to Proceed/Purchase Order

*Print Name & Signature of Authorized Representative*

*Company Tel./Fax/Mobile No.*

*Company Tax Identification No. (TIN)*



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[www.depedregion1.com](http://www.depedregion1.com)

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