



**Republic of the Philippines**  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

June 2, 2023

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **One Hundred Sixty-Two Thousand Pesos (PhP162,000.00)** being the Approved Budget for the Contract (ABC) and submit the signed and sealed quotation to the Office of the BAC Chair, thru the Receiving Section of the SDO, **on or before June 8, 2023; 10:00 am.** Quotations higher than the ABC shall be rejected.

For more information, please contact **Ms. Phoebe R. Arroyo**, BAC Secretariat Chair at Tel. No. (02) 8805-9935 loc. 120 or at [sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com).

**NERISSA R. LOMEDA PhD**  
 BAC Chair

Item No	Qty.	Unit	Item Description	PRICE		
				ABC	QUOTE	
					Unit	Total
<b>LOT 1</b>						
<b>BOARD AND LODGING FOR THE CONDUCT OF THE TRAINING-WORKSHOP ON THE RULES OF PROCEDURE IN HANDLING ADMINISTRATIVE CASES IN THE DEPARTMENT OF EDUCATION – 2<sup>nd</sup> Posting</b>						
1	30	pax	Date: June 14-16, 2023 Time: 8:00 am - 5:00 p.m.  Type of Accommodation: Board and Lodging (Full Board) -Triple/Quad Sharing Rooms (Separate Beds) -24 Hours Hot and Cold Shower -Clean Beddings, Rooms and Restrooms Check-in time: 2:00 PM, June 14, 2023 Check-out time: 12NN, June 16, 2023 -Provision of toiletries (towel, soap, etc.)  Meal Requirements: Day 1: Breakfast (Managed Buffet) AM Snack (Plated) Lunch (Managed Buffet) PM Snack (Plated) Dinner (Managed Buffet)	PhP162,000.00		



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1	30	pax	Date: June 14-16, 2023 Time: 8:00 am - 5:00 p.m.  - Day 2: Breakfast (Managed Buffet) AM Snack (Plated) Lunch (Managed Buffet) PM Snack (Plated) Dinner (Managed Buffet)  -Day 3 Breakfast (Managed Buffet) Lunch (Managed Buffet) PM Snack (Plated)  -Managed Buffet with stand-by waiters (Breakfast, Lunch and Dinner) -For breakfast: 1 egg dish, 1 main viand, rice, choice of hot tea/chocolate or coffee -For Lunch and Dinner : 1 soup, 1 vegetable dish, 2 main viands, 1rice, 1dessert, choice of hot tea/chocolate or coffee  AM and PM snacks: sandwich/ pasta/ kakanin/pancit guisado/arrozcaldo/ turon; with drinks -Free flowing coffee and/ or tea -Complimentary candies and chips  Function Room Requirements: -One (1) function room that can accommodate 90 persons, flexible for training workshop and group activities			



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<b>LOT 1</b> <b>BOARD AND LODGING FOR THE CONDUCT OF THE TRAINING-WORKSHOP</b> <b>ON THE RULES OF PROCEDURE IN HANDLING ADMINISTRATIVE CASES IN THE</b> <b>DEPARTMENT OF EDUCATION- 2<sup>nd</sup> Posting</b>						
1	30	pax	June 14, 2023 : 7:00 AM June 16, 2023: 5:00 PM  -Free from outside noise; Well-lighted and well-ventilated -Availability of audio-visual equipment with stand-by assistant: At least one (1) LCD projectors and with wide screen At least three (3) whiteboard with whiteboard pen and eraser Complete set of sound system At least five (5) extension cords At least three (2) microphones  -Unlimited free access to internet/Wi-Fi in all areas of venue especially in rooms -Function room set-up: Workshop seating arrangement (round table) -One (1) table for Secretariat (Registration Area)  Other Requirements: -Maintaining cleanliness and regular disinfection of the following areas: functional hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area -Provision of disinfectant alcohol in all common areas -With appropriate parking area -With 24-hour security, front desk and housekeeping services			
				PhP162,000.00		



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**LOT 1**

**BOARD AND LODGING FOR THE CONDUCT OF THE TRAINING-WORKSHOP  
ON THE RULES OF PROCEDURE IN HANDLING ADMINISTRATIVE CASES IN THE  
DEPARTMENT OF EDUCATION- 2<sup>nd</sup> Posting**

Terms of Payment: Payment shall be made by the Procuring Entity through Land Bank's LDDAP-ADA/Bank Transfer Facility or through Land Bank's cheque whichever is the preferred payment of the supplier, not later than sixty (60) days after submission of an invoice or claim by the Supplier. Bank Transfer fee shall be charged against the creditor's account.

Contract Duration	3 Calendar Days
Mayor's Permit No: Issued on: Issued at:	Contact Number: Landline No.: Mobile No.:
SEC/CDA/DTI Registration No.:	Name of Owner / Authorized Representative:
PhilGEPS Registration No.:	Signature:

**Important Terms**

Each supplier shall fill-up this Request for Price Quotation Form with the following attachments:

- photocopy of the valid business permit/ mayor's permit
- photocopy of SEC / DTI / CDA registration
- photocopy of PhilGEPS registration
- notarized original copy of the Omnibus Sworn Statement (use the prescribed GPPB form)
- photocopy of the Income Tax Return (if the ABC is above PhP500,000.00)

All technical specifications are mandatory. Suppliers shall indicate the brand, model and complete specification of the offered commodity. The form must be signed by the owner/ authorized representative. **Should there be submission of a separate quotation with a different declared amount, the quote in the RFQ prevails.**

**Failure or non-compliance to the above-cited pre-requisites shall be ground for the supplier's disqualification.**

RFQ-2023-018



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