



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

November 8, 2023

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Two-Hundred Eighty Four Thousand Pesos (PhP284,000.00)** 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 November 13, 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 LET'S MEASURE UP! A CAPACITY - BUILDING WORKSHOP FOR SDO MUNTINLUPA'S GADVOCATES WITH THE GENDER AND DEVELOPMENT ASSESSMENT TOOLS</b>						
1	71	pax	Date: November 20-21, 2023 Time: 8:00 am - 5:00 p.m. Type of Accommodation: Board and Lodging (Full Board) -Twin/Triple Sharing Rooms (Separate Beds) -24 Hours Hot and Cold Shower -Clean Beddings, Rooms and Restrooms Check-in time: 2:00 PM, November 20, 2023 Check-out time: 12NN, November 21, 2023 -Provision of toiletries (towel, soap, etc.)  Meal Requirements: Day 1: AM Snack Lunch (Managed Buffet) PM Snack Dinner(Managed Buffet)	PhP 284,000.00		



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 Muntinlupa City  
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1	71	pax	Date: November 20-21, 2023 Time: 8:00 am - 5:00 p.m.  Day 2: Breakfast (Managed Buffet) AM Snack Lunch (Managed Buffet) PM Snack  Function Room Requirements: -One (1) function room that can accommodate 71 pax, flexible for training workshop and group activities November 20, 2023: 7:00 AM November 21, 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 (3) microphones Podium -Unlimited free access to internet/WiFi in all areas of venue - Unlimited coffee/tea - Pads & Pencils - Flipchart - Mints			



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1	71	pax	Date: November 20-21, 2023 Time: 8:00 am - 5:00 p.m.  Other Requirements: -Maintaining cleanliness and regular disinfection of the following areas: functional hall, restrooms, sleeping quarters, hallway, coffee/tea area -Provision of disinfectant alcohol in all common areas -With appropriate parking area -With 24-hour security, front desk and housekeeping services			
				<b>PhP284,000.00</b>		
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			2 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
- photocopy of the Income Tax Return

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-2023-035



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