



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

January 30, 2024

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Three Hundred Fifty-Four Thousand Pesos (PhP354,000.00)** 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 February 5, 2024; 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) 8829-2308 loc. 120 or at [sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com).

  
**VIOLETA M. GONZALES CESO VI**  
 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 3-DAY PUBLIC SERVICE ENHANCEMENT OF THE DIVISION AND SCHOOLS CONTINGENCY PLANS FOR THE DIFFERENT HAZARDS IN THE NEW NORMAL</b>						
1	59	pax	Date: February 12-14, 2024 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, February 6, 2024 Check-out time: 12NN, February 7, 2024 -Provision of toiletries (towel, soap, etc.)  Meal Requirements: Day 1: AM Snack Lunch (Managed Buffet) PM Snack Dinner (Managed Buffet) Day 2: Breakfast (Managed Buffet) AM Snack Lunch (Managed Buffet) PM Snack Dinner	PhP118,000.00		
				PhP118,000.00		



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan, Muntinlupa City  
 (02) 8805 - 9935, (02) 8805 - 9940  
 [sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)



2024-760



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1	59	pax	<p>Date: February 12-14, 2024            Time: 8:00 am - 5:00 p.m.</p> <p>Day 3:            Breakfast (Managed Buffet)            AM Snack            Lunch (Managed Buffet)            PM Snack</p> <p>Function Room Requirements:            -One (1) function room that can accommodate 59 persons, flexible for training workshop and group activities</p> <p>February 12, 2024: 7:00 AM            February 14, 2024: 5:00 PM</p> <p>-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</p> <p>-Unlimited free access to internet/Wi-Fi in all areas of venue            -Unlimited coffee/tea            -pads/pencils            -Flipchart            -Mints</p>	PhP118,000.00		



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1	36	pax	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			
				<b>PhP354,000.00</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			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:			



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### 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-2024-003



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