



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

February 12, 2024

REQUEST FOR PRICE QUOTATION (RFQ)

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **One Hundred Forty-Four Thousand Pesos (PhP144,000.00)** 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 16, 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.

VIOLETA M. GONZALES CESO VI
 BAC Chair

Item No	Qty.	Unit	Item Description	PRICE		
				ABC	QUOTE	
					Unit	Total
LOT 1						
BOARD AND LODGING FOR THE CONDUCT OF THE 2 DAY PUBLIC SERVICE CONTINUITY PLAN: AN OVERVIEW (ADJUSTED DATE)						
1	36	pax	Date: March 7-8, 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, March 7, 2024 Check-out time: 12NN, March 8, 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	PhP72,000.00		
				PhP72,000.00		



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
 8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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LOT 1						
BOARD AND LODGING FOR THE CONDUCT OF THE 2 DAY PUBLIC SERVICE CONTINUITY PLAN: AN OVERVIEW (ADJUSTED DATE)						
1	36	pax	<p>Date: March 7-8, 2024 Time: 8:00 am - 5:00 p.m.</p> <p>Function Room Requirements: -One (1) function room that can accommodate 36 pax, flexible for training workshop and group activities</p> <p>March 7, 2024: 7:00 AM March 8, 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) whiteboards with whiteboard pen and eraser Complete set of sound system At least five (5) extension cords At least three (3) microphones Podium/lectern</p> <p>-Unlimited free access to internet/Wi-Fi in all areas of venue -Unlimited coffee/tea -pads/pencils -Flipchart -Mints</p>			

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LOT 1						
BOARD AND LODGING FOR THE CONDUCT OF THE 2 DAY PUBLIC SERVICE CONTINUITY PLAN: AN OVERVIEW (ADJUSTED DATE)						
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			
				Php144,000.00		
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 with the above-cited pre-requisites shall be ground for the supplier's disqualification.

RFQ-2024-004



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