



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

June 3, 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 Thirty-Four Thousand Pesos (PhP134,000.00)** 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 7, 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).

*Madeline Ann L. Diaz*  
**MADELINE ANN L. DIAZ**  
BAC Vice 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 ADVANCE TRAINING FOR ADMINISTRATIVE INVESTIGATION</b>						
1	5	Pax	Date: June 24 - 26, 2023 Time: 8:00 am - 5:00 pm  Type of Accommodation: *Board and Lodging (Full Board) -Triple/Quad Sharing Rooms -24 Hours Hot and Cold Shower -Clean Beddings, Rooms and Restrooms Check-in time: 2:00 PM, June 24, 2024 Check-out time: 12NN, June 26, 2024 -Provision of toiletries (towel, soap, etc.)  Meal Requirements:  Day 0: Lunch (Managed Buffet) PM Snack (Plated) Dinner (Managed Buffet)	PhP10,000.00		
2	31	Pax	Day 1: Breakfast (Managed Buffet) AM Snack (Plated) Lunch (Managed Buffet) PM Snack (Plated) Dinner (Managed Buffet)	PhP62,000.00		



🏠 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)





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3	31	Pax	Day 2: Breakfast (Managed Buffet) AM Snack (Plated) Lunch (Managed Buffet) Heavy 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, rice, 1 dessert, choice of hot tea/chocolate or coffee -AM and PM snacks: sandwich/ pasta/ kakanin/ pancit guisado/ arrozcaldo/ turon; with drinks -Free flowing coffee and tea -Complimentary Candies and chips Function Room Requirements: -One (1) function room that can accommodate 31 pax, flexible for training workshop and group activities June 25, 2024: 7:00 AM June 26, 2024: 5:00 PM -Free from outside noise; Well-lighted and well-ventillated -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 Atleast five (5) extension cords At least three (2) microphones Podium/lectern -Unlimited free access to internet/WiFi in all areas of venue especially in rooms -Function room set-up: Workshop seating arrangement (Classroom Type) -One (1) table for Secretariat (Registration Area)	PhP 62,000.00		





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			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>PhP134,000.00</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:			

**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-2024-013



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