



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

December 09, 2024

REQUEST FOR PRICE QUOTATION (RFQ)

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Seventy Six Thousand Pesos (P 76,000.00)** 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 December 12, 2024; 10:00 am**. Quotations higher than the ABC shall be rejected.

For more information, please contact **Ms. Lourdes V. Rodilla/Mr. Joseph D. Nilo/Ms. Joiche I. Luna**, BAC Secretariat Chair at Tel. No. (02) 8829-2308 loc. 129/120 or at sdomuntinlupabacsec@gmail.com.

MA. REGAILE A. OLARTE
 BAC Chairperson

Item No	Qty.	Unit	Item Description	PRICE		
				ABC	QUOTE	
					Unit	Total
LOT 1						
BOARD AND LODGING FOR THE CONDUCT OF THE CASH, AND HUMAN RESOURCE PERSONNEL, ACCOUNTING, BUDGET & SUPPLY (CHABS) FORUM: CREATING HARMONY AND ADVANCING BOLD SOLUTIONS						
1	19	pax	Date: December 19 - 20, 2024 Time: 8:00 am – 5:00 pm Type of Accommodation: * Board and Lodging (Full Board) - Triple/Quad Sharing Rooms, Preferably Single Bed - 24 Hours Hot and Cold Shower - Clean Beddings, Rooms and Restrooms <i>Check-in time: 2:00 PM, Dec. 19, 2024</i> <i>Check-out time: 12:00 NN, Dec. 20, 2024</i> - 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)	P 38,000.00		

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2	19	pax	<p>Day 2: Breakfast (Managed Buffet) AM Snack (Plated) Lunch (Managed Buffet) Heavy PM Snack (Plated)</p> <ul style="list-style-type: none"> - 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 <p>Function Room Requirements:</p> <ul style="list-style-type: none"> - One (1) function room that can accommodate 19 pax, flexible for training workshop and group activities <i>December 19, 2024: 7:00 AM</i> <i>December 20, 2024: 5:00 PM</i> - Free from outside noise; Well-lighted and well-ventilated - Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> At least one (1) LCD projector and with wide screen At least three (3) whiteboard with whiteboard pen and eraser Complete set of sound system 	P 38,000.00		

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			<p>At least five (5) extension cords</p> <p>At least three (3) microphones</p> <p>Podium/lectern</p> <ul style="list-style-type: none"> - 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) <p>Other Requirements:</p> <ul style="list-style-type: none"> - Maintaining cleanliness and regular disinfection of the following areas: function 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 - Free welcome tarpaulin - Free use of swimming pool <p>* within Tagaytay City</p>			
				P 76,000.00		

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 to the above-cited pre-requisites shall be ground for the supplier's disqualification.