



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

May 24, 2025

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Four Hundred Eight Thousand Pesos (P 408,000.00)** being the Approved Budget for the Contract (ABC) and **submit the signed and sealed quotation** to the Office of the BAC Chairperson, thru the Receiving Section of the SDO, **on or before May 27, 2025; 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 Members at Telephone Number (02) 8423-7560/8423-7561/8423-7562 local 129/120/113 or at [sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com).

  
**LILIA A. RICEÑO EdD**  
 BAC Chairperson

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
<b>LOT 1 – BOARD AND LODGING FOR THE CONDUCT OF THE IMPLEMENTATION AND CAPACITY BUILDING FOR THE RAPID MATHEMATICS ASSESSMENT (RMA) AND SUPPLEMENTARY LEARNING MATERIALS FOR KEY STAGES 2 AND 3 (Second Posting)</b>						
			<p><b>Date: June 03 - 05, 2025</b>  <b>Time: 8:00 am – 5:00 pm</b></p> <p><b>Type of Accommodation:</b>            * Board and Lodging (Full Board)            - Twin Sharing Rooms, preferably Single Bed            - 24 Hours Hot and Cold Shower            - Clean Beddings, Rooms and Restrooms            Check – In Time: 03:00 PM, June 03, 2025            Check – Out Time: 12:00 NN, June 05, 2025            - Provision of Toiletries (towel, soap, etc.)</p>			

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<b>LOT 1 – BOARD AND LODGING FOR THE CONDUCT OF THE IMPLEMENTATION AND CAPACITY BUILDING FOR THE RAPID MATHEMATICS ASSESSMENT (RMA) AND SUPPLEMENTARY LEARNING MATERIALS FOR KEY STAGES 2 AND 3 (Second Posting)</b>						
1	68	pax	<b>Meal Requirements:</b> <b>Day 1</b> AM Snack Lunch PM Snack Dinner	P 136,000.00		
2	68	pax	<b>Day 2</b> Buffet Breakfast AM Snack Lunch PM Snack Dinner	P 136,000.00		
3	68	pax	<b>Day 3</b> Buffet Breakfast AM Snack Lunch PM Snack  <b>Function Room Requirements:</b> - One (1) Function Room that can accommodate 68 pax, flexible for training workshop and group activities June 03, 2025, 7:00 AM June 05, 2025, 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 Projector 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/Lectern	P 136,000.00		

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			<ul style="list-style-type: none"> <li>- Unlimited free access to Internet/WiFi in all areas of venue especially in rooms</li> <li>- Function room set-up: workshop seating arrangement (Classroom Type)</li> <li>- One (1) table for Secretariat (Registration Area)</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>- Maintaining cleanliness and regular disinfection of the following areas: function hall, restrooms, sleeping quarters, hallway, coffee/tea area and dining area</li> <li>- Provision of disinfectant alcohol in all common areas</li> <li>- With appropriate parking area</li> <li>- With 24-hour security, front desk and housekeeping services</li> <li>- Free Welcome Tarpaulin</li> <li>- Room Amenities: <ul style="list-style-type: none"> <li>Electric Kettle</li> <li>Bottled Water (500 ml – refillable)</li> <li>Coffee</li> <li>Toiletries</li> <li>Room Slippers</li> <li>Bath Towel</li> </ul> </li> </ul> <p><b>* Preferably within Pasay City</b></p>			
<b>TOTAL</b>				<b>P 408,000.00</b>		

Terms of Payment: Payment shall be made by the Procuring Entity through Lan 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	<b>3 Calendar Days</b>
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:**

- 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.***

Prospective Suppliers must provide ***three copies of the required documents*** (technical and financial), consisting of ***one original copy and two photocopies in separate long brown envelopes***, all enclosed in a single signed and sealed envelope.

***Failure or non-compliance to the above-cited pre-requisites shall be ground for the supplier's disqualification.***

***The attached title page is intended to be placed in front of the signed and sealed envelope.***



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**Bids and Awards Committee (BAC)**

**RFQ-2025-015**

**Board and Lodging for the Conduct of the Implementation  
and Capacity Building for the Rapid Mathematics  
Assessment (RMA) and Supplementary Learning Materials  
for Key Stages 2 and 3 (Second Posting)**

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Landline/Mobile Number : \_\_\_\_\_

Email Address : \_\_\_\_\_

Name and Signature of  
Authorized Representative : \_\_\_\_\_

**DO NOT OPEN BEFORE MAY 27, 2025 at 10:00 AM**

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