



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

June 20, 2025

REQUEST FOR PRICE QUOTATION (RFQ)

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Three Hundred Twenty Thousand Pesos (P 320,000.00)** 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 June 23, 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.


LILIA A. RICERO EdD
 BAC Chairperson

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
LOT 1 – BOARD AND LODGING FOR THE CONDUCT OF WORDS THAT WORK: AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA						
			Date: July 02 - 03, 2025 Time: 8:00 am – 5:00 pm Type of Accommodation: * Board and Lodging (Full Board) - Twin/Triple Sharing Rooms - Cable TV - CR with Shower Heater Check – In Time: 03:00 PM, July 02, 2025 Check – Out Time: 12:00 NN, July 03, 2025 - Provision of Toiletries (towel, soap, etc.)	P 320,000.00		

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				ABC	Quote	
					Unit	Total
LOT 1 – BOARD AND LODGING FOR THE CONDUCT OF WORDS THAT WORK: AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO MUNTINLUPA						
1	80	pax	<p>Meal Requirements:</p> <p>Day 1 AM Snack Lunch PM Snack Dinner Community and TWG Collaborative Meeting (Evening Snack)</p>			
2	80	pax	<p>Day 2 Complimentary Breakfast Lunch PM Snack (To Go) Dinner (To Go)</p> <p>* Complimentary Breakfast (Meat, Garlic Rice, Egg, Juice or Coffee) Managed Buffet</p> <p>* Lunch/Dinner (Pork or Chicken with Side Dish, Rice, Dessert, Juice)</p> <p>Function Room Requirements:</p> <ul style="list-style-type: none"> - One (1) Function Room that can accommodate 80 pax, flexible for training workshop and group activities July 02, 2025, 8:00 AM - 10:00 PM July 03, 2025, 8:00 AM - 5:00 PM - 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 one (1) Whiteboard with Whiteboard Pen and Eraser; Complete Set of Sound System; At least five (5) Extension Cords; At least three (3) Microphones; Podium/Lectern 			

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			- Unlimited free access to Internet/WiFi in all areas of venue - Unlimited coffee/tea - Pads and Pencils - Mints - Use of Open Area/Field for activity Other Inclusion: - Free use of all amenities - 4 Swimming Pools - Batis (Running Water) * Preferably within Nagcarlan, Laguna			
TOTAL				P 320,000.00		
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			2 Calendar Days			
Mayor's Permit No.:			Contact Number:			
Issued on:			Landline No.:			
Issued at:			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-2025-023

**Board and Lodging for the Conduct of Words That Work:
An Inclusive Gender Fair Language Workshop
for SDO Muntinlupa**

Name of Company : _____

Address : _____

Landline/Mobile Number : _____

Email Address : _____

Name and Signature of Authorized Representative : _____

DO NOT OPEN BEFORE JUNE 23, 2025 at 10:00 AM



🏠 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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