



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

August 07, 2025

REQUEST FOR PRICE QUOTATION (RFQ)

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **One Hundred Fifty Thousand Pesos (P 150,000.00)** 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 August 11, 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 THE LEGAL EXEMPLAR ON SAFETY AND PROTECTION						
			Date: August 27 - 29, 2025 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: 02:00 PM, Aug. 27, 2025 Check – Out Time: 12:00 NN, Aug. 29, 2025 - Provision of Toiletries (towel, soap, etc.)	P 150,000.00		

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
LOT 1 – BOARD AND LODGING FOR THE CONDUCT OF THE LEGAL EXEMPLAR ON SAFETY AND PROTECTION						
1	7	pax	<p>Meal Requirements:</p> <p>August 27, 2025 Lunch (Managed Buffet) PM Snack (Plated) Dinner (Managed Buffet)</p>			
2	34	pax	<p>August 28, 2025 Breakfast (Managed Buffet) AM Snack (Plated) Lunch (Managed Buffet) PM Snack (Plated) Dinner (Managed Buffet)</p>			
3	34	pax	<p>August 29, 2025 Breakfast (Managed Buffet) AM Snack (Plated) Lunch (Managed Buffet) Heavy PM Snack (Plated)</p> <p>- Managed buffet with stand-by waiters (Breakfast, Lunch and Dinner)</p> <p>- For Breakfast: 1 egg dish, 1 main viand, rice, choice of hot tea/chocolate or coffee</p> <p>- For Lunch and Dinner: 1 soup, 1 vegetable dish, 2 main viands, rice, 1 dessert, choice of hot tea/chocolate or coffee</p> <p>- For AM and PM Snacks: sandwich/pasta/kakanin/pancit guisado /arrozcaldo/turon, with drinks</p> <p>- Free flowing coffee and tea</p> <p>- Complimentary candies and chips</p>			

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
LOT 1 – BOARD AND LODGING FOR THE CONDUCT OF THE LEGAL EXEMPLAR ON SAFETY AND PROTECTION						
			<p>Function Room Requirements:</p> <ul style="list-style-type: none"> - One (1) Function Room that can accommodate 34 pax, flexible for training workshop and group activities Aug. 27, 2025, 1:00 PM Onwards to Aug. 29, 2025, 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 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 - 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 <p>* Within Tagaytay City</p>			
TOTAL				P 150,000.00		

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	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:

- 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.



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

Bids and Awards Committee (BAC)

RFQ-2025-031

**Board and Lodging for the Conduct of the Legal Exemplar on
Safety and Protection**

Name of Company : _____

Address : _____

Landline/Mobile Number : _____

Email Address : _____

Name and Signature of Authorized Representative : _____

DO NOT OPEN BEFORE AUGUST 11, 2025 at 10:00 AM

