



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

November 06, 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 Twenty Thousand Pesos (P 420,000.00)** being the Approved Budget for the Contract (ABC). **All complete requirements must be submitted either through the Office of the BAC Chairperson, thru the Receiving Section of the SDO or electronically via email at [sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com). On or before November 10, 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. RICERO CESE**  
 BAC Chairperson

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
<b>BOARD AND LODGING FOR THE CONDUCT OF THE RATERS' CAMP COMPREHENSIVE TRAINING ON THE CLASSROOM OBSERVATION: PPST-BASED EVALUATION AND INSTRUCTIONAL PRACTICES ENHANCING INSTRUCTIONAL PRACTICES</b>						
			<p><b>Date: November 17 - 19, 2025</b>  <b>Time: 8:00 am – 5:00 pm</b></p> <p><b>Type of Accommodation:</b>            * 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, Nov. 17, 2025            Check – Out Time: 12:00 NN, Nov. 19, 2025            - Provision of Toiletries (towel, soap, etc.)</p>			

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1	70	pax	<b>Meal Requirements:</b> <b>November 17, 2025</b> AM Snack (Plated) Lunch (Managed Buffet) PM Snack (Plated) Dinner (Managed Buffet)	P 140,000.00		
2	70	pax	<b>November 18, 2025</b> Breakfast (Managed Buffet) AM Snack (Plated) Lunch (Managed Buffet) PM Snack (Plated) Dinner (Managed Buffet)	P 140,000.00		
3	70	pax	<b>November 19, 2025</b> 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	P 140,000.00		

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			<p><b>Function Room Requirements:</b></p> <ul style="list-style-type: none"> <li>- One (1) Function Room that can accommodate 70 pax, flexible for training workshop and group activities Nov. 17, 2025, 8:00 AM Onwards to Nov. 19, 2025, 5:00 PM</li> <li>- Free from outside noise; well-lighted and well-ventilated</li> <li>- Availability of audio-visual equipment with stand-by assistant: <ul style="list-style-type: none"> <li>At least one (1) LCD Projector and with Wide Screen;</li> <li>At least three (3) Whiteboard with Whiteboard Pen and Eraser;</li> <li>Complete Set of Sound System;</li> <li>At least five (5) Extension Cords;</li> <li>At least three (3) Microphones;</li> <li>Podium/Lectern</li> </ul> </li> <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> </ul> <p><b>* Within Tagaytay City</b></p>			
<b>TOTAL</b>				<b>P 420,000.00</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-SVP-2025-004**

**Board and Lodging for the Conduct of the Raters' Camp  
Comprehensive Training on the Classroom Observation:  
PPST-Based Evaluation and Instructional Practices  
Enhancing Instructional Practices**

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

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

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

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

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

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



🏠 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
☎ 84237560, 84237561, 84237562  
✉ [sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com) / [sdo.muntinlupa@deped.gov.ph](mailto:sdo.muntinlupa@deped.gov.ph)  
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