

Republic of the Philippines Department of Education Region XII



DIVISION OF SOUTH COTABATO City of Koronadal

Tel. Nos. (083) 228-3742, 228-3801, Fax Nos. (083) 228-5919, 228-6458

Date:

July 2, 2019

RFQ No.:

DSC-19-07-090

Request for Quotation (RFQ)

Name of Hotel/Venue:	
Address:	
Name of Company:	
Address:	
Business Permit No.:	
TIN:	
PhilGEPS Registration No.:	

The Department of Education-South Catabato Division, through its Bids and Awards Committee, intends to Lease a venue with meals and snacks for the conduct of Storybook Writing in MTB-MLE, English and Filipino for Kinder to Grade 3 on August 29-31, 2019 (Live-Out).

The lease of venue including meals will be undertaken in accordance with Section 53.10 of the Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, you are invited to submit your establishments quotations/proposals duly signed by you or your duly authorized representative not later than <u>July 8, 2019</u> at exactly <u>1:00p.m.</u> for the item described below, subject to the terms and Conditions provided at the dorsal portion of this request for quotation (RFQ). Copies of the following eligibility requirements are also required to be submitted along with your quotation/proposal:

- 1. Business Permit
- 2. Annual Income or Business Tax Return
- 3. Certificate of Registration, and
- 4. PhilGEPS Registration Number

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated.

For any clarification, you may contact the BAC Secretariat at telephone no. 083 228 3742 or email address at bacsec_depedsocot@yahoo.com.

LALAINE SJ MANUNTAG Ph.D

CID - Chief BAC Chairperson

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Instructions:

- 1. Accomplish this RFQ correctly and accurately.
- 2. Do not alter the contents of this form in any way.
- 3 Technical Specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- 4. Failure to follow these instructions wil disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Legend:

* Mandatory Requirements. Failure to comply with any of the mandatory requirements will disqualify your quotation.

			APPROVED BUDGET FOR THE
PROCUPEMENT PROJECT	CONTRACT		
PROCUREMENT PROJECT Lease of venue with meals and snacks for the conduct of Storybook			CONTRACT
Writing in MTB-MLE, English and Filipino for Kinder to	Grade 3	on August	Php94,500.00
29-31, 2019 (Live-Out).			
TECHNICAL SPECIFICATIONS			
Item Description	Comp	liance	Remarks
I. Availability	Yes	No	
a. August 29-31, 2019*			
II. Location	Yes	No	
a. Within South Cotabato*			
b. With free parking space			
reserved within the venue			
III. Neighborhood Data	Yes	No	
a. Proper Waste Management System			
such as regular garbage collection			
b. Proximity to Police and Fire Stations			
c. Restaurant within or near the venue			
d. Proximity to Banks, Postal & Telecommuni-			
cations service provider			
IV. Venue	Yes	No	
Structural condition:			
a. The foundation is made of concrete			
and structural steel materials or combination of both.*			
2. Functionality a. Conference Room - One (1) Air conditioned			
Conference/Function Room on August 29-31, 2019			
that can accommodate 70 pax per day			
with table and chairs, projector, at least 2			
microphone units, podium, whiteboard and			
markers & Tarpaulin (4x8)*	[]	[]	
b. Light, ventilation and air conditioning			
- Rooms must be air conditioned*	[.]	[]	
c. Space Requirement- Area should			
accommodate at least 70 pax per day*	[]	[]	

2 Facilities			
3. Facilities			
a. Water Supply & Toilet- Continuous			
Water Supply & Accessible Comfort Rooms*	[]	[]	
b. Lighting System- Compliance with			
the Standards provided by the			
Building Code of the Philippines*	[]	[]	
c. Elevators- at least 2 operational (24/7)	[]		
d. Fire Escapes- Accessible emergency			
exits and alarm, standby fire extin-			
guisher*	[]	[]	
e. Fire Fighting Equipment- Presence		1	
of Fire fighting equipment			
f. Internet & Telecommunications-	[]	[]	
Available Telephone and/or Internet	1 , ,	1 ,	
connection within the premises*			
g. Audio Visual equipment- Audible	[]	[]	
g. Addie Fleddi equipment Addiese	111	111	
4. Other Requirement			
a. Maintenance- Provision of Janitorial	[]	[]	
and Maintenance Services*		1 . ,	
b. Attractiveness- Ambiance promotes	[]	[1]	
learning	1 ' '	1 , 1	
c. Security- Adequate Security Service (24/7)*	11	11	
5. Catering Services- Location must be	1 1	11	
inside the Function Room and/or outside			
of but near the Function Room*	[]	[]	
a. August 29, 2019 (Live-Out participants)			
AM Snacks, Lunch and PM Snacks*	[]	[]	
For AM Snacks: Meaty (Non-pork) Club House			
Sandwich and Four Season Juice*	[]	[]	
	1 ,	1,	
Lunch: Rice, Corn soup, Tinolang Manok (Native),			
Beef Steak, Fish Fillet, Fruits and Ice Tea*	r 1	1 1	
DM Speaker Fried Lympic and Onlaw and Link	1 1	1	
PM Snacks: Fried Lumpia and Calamansi Juice*			
b. August 30, 2019 (Live-Out participants)			
AM Snacks, Lunch and PM Snacks*	[]	[]	
For AM Snacks: Rice Toron and Pineapple Juice*			
To Fam Chacks. Not Forom and I meapple saice	[]	[]	
Lunch: Rice, Chicken Sotanghon soup, Fried			
Bangus (Boneless), Beef Caldereta, Chopsuey,			
Fruit Salad and Fruit Juice *	[1]	11	
PM Snacks: Chicken Arozcaldo and Water*	1 1	1 1	
	[]	[1	
c. August 31, 2019 (Live-Out participants)			
AM Snacks, Lunch and PM Snacks*	[]	11	
		1 ,	
For AM Snacks: Spaghetti and Four Season Juice*			
	[]	[]	
Lunch: Rice, Sinigang Bangus, Fried Tilapia,			
Vegetable Salad, Fruits (Banana) and Fruit Juice *			
	[]	[]	
PM Snacks: Suman and Ice Tea*	[]	[]	
Client Satisfactory Rating based on			
online hotel reviews			

PRICE QUOTATION FORM

The Bids and Awards Committee DepEd-Division of South Cotabato Koronadal City

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder are our financial proposal for the items identified below:

ARTICLE AND DESCRIPTIONS	(A)	NO. OF DAYS (B)	COST PER PAX	TOTAL PRICE (AxBxC)
Lease of venue with meals and snacks for the conduct of Storybook Writing in MTB-MLE, English and Filipino for Kinder to Grade 3 on August 29-31, 2019 (Live-Out).				,
Location/Venue: Within South Cotabato Meals: AM Snacks, Lunch & PM Snacks Event date: August 29-31, 2019 Number of Participants: 70 pax (Live-out)	70 pax	3	PhP (per day)	PhP

AMOUNT IN WORDS:
Note: The above quoted prices are VAT inclusive
We agree to abide by the quotation or a period of sixty (60) days after the dated deadline of submission specified in your RFQ
We understand that payment for items will be made to the winning supplier after the inspection and acceptance of goods delivered.
The above-quoted price is inclusive of all costs and applicable taxes.
Company Name:
Address:
Office Tel. no. & Mobile No.:
NAME OF AUTHORIZED REPRESENTATIVE:
Signature
Date:

TERMS AND CONDITIONS

- 1. Bidders shall provide correct and accurate information required in this form.
- 2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
- 3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
- 4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 5. Award of contract shall be made to the lowest quotation which complies with the Technical Specifications, and other terms and conditions stated herein.
- 6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 7. The item/s shall be delivered within ____ calendar days from receipt of purchase order.
- 8. The DepEd-Division of South Cotabato shall confirm the final number of rooms and participants at least three (3) days prior to the scheduled function date. This shall be the basis for the contract price.
- 9. The charge for additional persons shall be contained in an amendment to Contract.
- 10. The DepEd-Division of South Cotabato shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
- 11. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd-Division of South Cotabato shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.