



Republic of the Philippines

Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date:	March 8, 2024
RFQ No.:	DSC-24-03-045
Procurement:	NP-Lease of of RP & Venue

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 accommodation for the conduct of one (1) day Live-In Year-End Meeting of ALIVE Teachers on April 18, 2024. (Live-In)**

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 **10:00 am** of **MAR 18 2024** 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. **DTI/SEC Registration Certificate**
3. **BIR Certificate of Registration (BIR Form no. 2303), and**
4. **Annual Income or Business Tax Return for ABC 500K and above**
5. **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 9224 or email address at bac.southcotabato@deped.gov.ph.


LEVI B. BUTIHEN
BAC Chairperson

1 _____ 2 _____ 3 _____ 4 _____ 5 _____

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 will 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.**

PROCUREMENT PROJECT		APPROVED BUDGET FOR THE CONTRACT	
Lease a venue with meals and accommodation for the conduct of 1 day Live-In Year-End Meeting of ALIVE Teachers on April 18, 2024. (Live-In)		PhP70,500.00	
TECHNICAL SPECIFICATIONS			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. April 18, 2024*	<input type="checkbox"/>	<input type="checkbox"/>	
II. Location	Yes	No	
a. Within Region XII- SOCCSKSARGEN*	<input type="checkbox"/>	<input type="checkbox"/>	
b. With free parking space reserved within the venue	<input type="checkbox"/>	<input type="checkbox"/>	
III. Neighborhood Data	Yes	No	
a. Proper Waste Management System such as regular garbage collection	<input type="checkbox"/>	<input type="checkbox"/>	
b. Proximity to Police and Fire Stations	<input type="checkbox"/>	<input type="checkbox"/>	
c. Restaurant within or near the venue	<input type="checkbox"/>	<input type="checkbox"/>	
d. Proximity to Banks, Postal & Telecommunications service provider	<input type="checkbox"/>	<input type="checkbox"/>	
IV. Venue	Yes	No	
1. Structural condition:			
a. The foundation is made of concrete and structural steel materials or combination of both.*	<input type="checkbox"/>	<input type="checkbox"/>	
2. Functionality			
a. Conference Room - Air conditioned	<input type="checkbox"/>	<input type="checkbox"/>	
Conference/Function Room that can accommodate			
47 pax on April 18, 2024	<input type="checkbox"/>	<input type="checkbox"/>	
with tables with table cloth and chairs with seat cover,	<input type="checkbox"/>	<input type="checkbox"/>	
LED Wall/projector at least 3 microphone units, rostrum/podium,	<input type="checkbox"/>	<input type="checkbox"/>	
whiteboard and markers & open activity area that can			
accommodate	<input type="checkbox"/>	<input type="checkbox"/>	
47 pax on April 18, 2024	<input type="checkbox"/>	<input type="checkbox"/>	
b. Light, ventilation and air conditioning	<input type="checkbox"/>	<input type="checkbox"/>	
- Rooms must be air conditioned			
c. Space Requirement- Area should	<input type="checkbox"/>	<input type="checkbox"/>	
with the observance of Physical/Social distancing.			
3. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
a. Water Supply & Toilet- Continuous			
Water Supply & Accessible Comfort Rooms*			
4. Full Board Room Accommodation for			
47 pax on April 18, 2024, Single/Twin Sharing/Triple Sharing	<input type="checkbox"/>	<input type="checkbox"/>	

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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 extinguisher*	[]	[]	
e. Fire Fighting Equipment- Presence of Fire fighting equipment	[]	[]	
f. Strong Internet & Telecommunications- Available Telephone and/or Internet connection within the premises*	[]	[]	
g. Audio Visual equipment- Audible (Sound System)	[]	[]	
4. Other Requirement			
a. Maintenance- Provision of Janitorial and Maintenance Services*	[]	[]	
b. Attractiveness- Ambiance promotes learning	[]	[]	
c. Security- Adequate Security Service (24/7)*	[]	[]	
d. 1 pc Tarpaulin (4x8) for free of charge*	[]	[]	
5. Catering Services- Location must be inside the Function Room and/or outside of but near the Function Room			
a. April 18, 2024 (47 pax)			
AM Snacks: Mango Juice, Bihon and Toasted bread*	[]	[]	
Lunch: Rice, Sinigang na Hipon, Buttered Chicken, Beef Steak and Buko Pandan, Fruit Juice*	[]	[]	
PM Snacks: Pineapple Juice, Egg Sandwich*	[]	[]	
Dinner: Rice, Tinolang Manok, Malasugue, Fried Hito, Chicken Barbeque, Fruits and Juice*	[]	[]	
a. April 19, 2024 (47 pax)			
Breakfast: Rice, Beef Tapa, Scrambled Egg, Tortang Talong and Banana*	[]	[]	
6. Client Satisfactory Rating based on online hotel reviews			

PRICE QUOTATION FORM

The Bids and Awards Committee
Department of Education - Schools 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	QUANTITY (A)	NO. OF DAY	COST PER PAX (C)	TOTAL PRICE (AxBxC)
Lease of venue with meals and accommodation for the conduct of 1 day Live-In Year-End Meeting of ALIVE Teachers on April 18, 2024. (Live-In). Location/Venue: Region XII SOCCSKSARGEN ABC: P 70,500.00 Date: April 18, 2024	47	1	PhP_____	PhP_____
No. of Participants: 47 pax			(per pax/day)	
Tarpaulin (4x8ft) for free of charge	1 pc		Total	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: _____

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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
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.