



Republic of the Philippines  
**Department of Education**

REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

Date:	<u>October 30, 2024</u>
RFQ No.:	<u>DSC-24-11-216</u>
Procurement:	<u>NP-Lease of of RP &amp; Venue</u>

**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 Cotabato Division, through its Bids and Awards Committee, intends to **Lease a Venue with Meals and Accommodation for the conduct of writeshop for IP Senior HS and CHLC on November 9-11, 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 \_\_\_\_\_ 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

**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.**

<b>PROCUREMENT PROJECT</b>		<b>APPROVED BUDGET FOR THE CONTRACT</b>	
<b>Lease of Venue with Meals and Accommodation for the conduct of writeshop for IP Senior HS and CHLC on November 9-11, 2024 (Live-In)</b>		<b>PhP129,000.00</b>	
<b>TECHNICAL SPECIFICATIONS</b>			
<b>Item Description</b>	<b>Compliance</b>		<b>Remarks</b>
<b>I. Availability</b>	Yes	No	
a. November 9-11, 2024*	[ ]	[ ]	
<b>II. Location</b>	Yes	No	
a. Within Region XII - SOCSARGEN*	[ ]	[ ]	
b. With free parking space reserved within the venue	[ ]	[ ]	
<b>III. Neighborhood Data</b>	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 & Telecommunications service provider	[ ]	[ ]	
<b>IV. Venue</b>	Yes	No	
1. Structural condition:			
a. The foundation is made of concrete and structural steel materials or combination of both.*	[ ]	[ ]	
<b>2. Functionality</b>			
a. Conference Room - <b>Air conditioned Conference/Function Room</b> that can accommodate <b>30 pax on November 9-11, 2024</b>	[ ]	[ ]	
with tables with table cloth and chairs with seat cover,	[ ]	[ ]	
LED Wall/projector at least 3 microphone units, rostrum/podium,	[ ]	[ ]	
whiteboard and markers & open activity area that can accommodate	[ ]	[ ]	
<b>30 pax on November 9-11, 2024</b>	[ ]	[ ]	
b. Light, ventilation and air conditioning - Rooms must be air conditioned	[ ]	[ ]	
c. Space Requirement- Area should with the observance of Physical/Social distancing.	[ ]	[ ]	
<b>3. Facilities</b>	[ ]	[ ]	
a. Water Supply & Toilet- Continuous Water Supply & Accessible Comfort Rooms*	[ ]	[ ]	



**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)
<b>Lease of Venue with Meals and Accommodation for the conduct of writeshop for IP Senior HS and CHLC on November 9-11, 2024 (Live-In)</b>				
Location/Venue: Region XII SOCCSKSARGEN <b>ABC: P 129,000.00</b>				
<b>Date: November 9-11, 2024 - (Live-In)</b>				
November 9, 2024 - (Live-In, Venue, AM Snacks, Lunch, PM Snacks, Dinner)	30	1	PhP _____	PhP _____
November 10, 2024 - (Live-In, Venue, Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)	30	1	PhP _____	PhP _____
November 11, 2024 - (Live-Out, Venue, Breakfast, AM Snacks, Lunch, PM Snacks,)	30	1	PhP _____	PhP _____
No. of Participants: <b>30 pax</b>			(per pax/day)	
<b>Tarpaulin (4x8ft) for free of charge</b>	1 pc			
			<b>Total</b>	<b>PhP _____</b>

**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
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.