



Republic of the Philippines

Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date:	<u>October 30, 2024</u>
RFQ No.:	<u>DSC-24-11-218</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 2-Day Live-In Activity on the Madrasah Education Program Implementation Review on November 21-22, 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

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 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.**

<b>PROCUREMENT PROJECT</b>		<b>APPROVED BUDGET FOR THE CONTRACT</b>	
<b>Lease of Venue with Meals and Accommodation for the conduct of 2-Day Live-In Activity on the Madrasah Education Program Implementation Review on November 21-22, 2024 (Live-In)</b>		PhP165,000.00	
<b>TECHNICAL SPECIFICATIONS</b>			
Item Description	Compliance		Remarks
<b>I. Availability</b>	Yes	No	
a. November 21-22, 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>50 pax on November 21-22, 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>50 pax on November 21-22, 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*	[ ]	[ ]	

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. <b>Strong Internet &amp; Telecommunications-</b> Available Telephone and/or Internet connection within the premises*	[ ]	[ ]	
g. <b>Audio Visual equipment- Audible (Sound System)</b>	[ ]	[ ]	
<b>4. Other Requirement</b>			
a. Maintenance- Provision of Janitorial and Maintenance Services*	[ ]	[ ]	
b. Attractiveness- Ambiance promotes learning	[ ]	[ ]	
c. Security- Adequate Security Service (24/7)*	[ ]	[ ]	
d. <b>1 pc Tarpaulin (4x8) for free of charge*</b>	[ ]	[ ]	
<b>5. Catering Services- Location must be inside the Function Room and/or outside of but near the Function Room*</b>			
<b>a. November 21, 2024 (50 pax )</b>	[ ]	[ ]	
<b>AM Snacks:</b> Bihon with bread and coke*	[ ]	[ ]	
<b>Lunch:</b> Rice, Buttered Chicken, Deep Fried Hito, Sinigang na Malasugue and banana table*	[ ]	[ ]	
<b>PM Snacks:</b> Spaghetti with bread and coke*	[ ]	[ ]	
<b>Dinner:</b> Rice, Tinolang Manok, Adobong Pusit, Grilled Tuna, Banana Table*	[ ]	[ ]	
***with free flowing coffee and choco			
<b>a. November 22, 2024 (50 pax )</b>	[ ]	[ ]	
<b>Breakfast:</b> Rice, Beef Tapa, Scrambled Egg, Fried Fish and Fruits*	[ ]	[ ]	
<b>AM Snacks:</b> Pancit with bread and coke*	[ ]	[ ]	
<b>Lunch:</b> Rice, Fried Chicken, Beef Steak, Sinigang na Malasugue, Banana table and coke*	[ ]	[ ]	
<b>PM Snacks:</b> Chicken Sandwich, Pineapple Juice*	[ ]	[ ]	
<b>Dinner:</b> Rice, Sinigang na Hipon, Fried Hito, Chicken Barbeque, Fruit Salad and Coke*			
<b>a. November 23, 2024 (50 pax )</b>	[ ]	[ ]	
<b>Breakfast:</b> Rice, Fried Chicken, Beef Tapa, Scrambled egg and Fruits*	[ ]	[ ]	
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 )
<b>Lease of Venue with Meals and Accommodation for the conduct of 2-Day Live-In Activity on the Madrasah Education Program Implementation Review on November 21-22, 2024 (Live-In)</b>  Location/Venue: Region XII SOCCSKSARGEN <b>ABC: P 165,000.00</b> <b>Date: November 21-22, 2024 - (Live-In)</b> November 21, 2024 - (Live-In, Venue, AM Snacks, Lunch, PM Snacks, Dinner) November 22, 2024 - (Live-In, Venue, Breakfast, AM Snacks, Lunch, PM Snacks, Dinner) November 23, 2024 - (Breakfast) No. of Participants: <b>50 pax</b> <b>Tarpaulin (4x8ft) for free of charge</b>	50	1	PhP _____	PhP _____
	50	1	PhP _____	PhP _____
	50	1	PhP _____	PhP _____
	1 pc		<b>(per pax/day)</b>	
			<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.