



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Date:	August 19, 2024
RFQ No.:	DSC-24-08-134
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 SDO Hosting of HRDD-HRDS Q3 Program Implementation Review (PIR) on September 24 - 27, 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 AUG 28 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 of Venue with Meals and Accommodation for the conduct of SDO Hosting of HRDD-HRDS Q3 Program Implementation Review (PIR) on September 24 - 27, 2024 (Live-In)		PhP270,000.00	
TECHNICAL SPECIFICATIONS			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. September 24 - 27, 2024*	<input type="checkbox"/>	<input type="checkbox"/>	
II. Location	Yes	No	
a. Within Region XI - Davao Region*	<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 Conference/Function Room that can accommodate 45 pax on September 24 - 27, 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"/>	
45 pax on September 24 - 27, 2024	<input type="checkbox"/>	<input type="checkbox"/>	
b. Light, ventilation and air conditioning	<input type="checkbox"/>	<input type="checkbox"/>	
- Rooms must be air conditioned	<input type="checkbox"/>	<input type="checkbox"/>	
c. Space Requirement- Area should	<input type="checkbox"/>	<input type="checkbox"/>	
with the observance of Physical/Social distancing.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
a. Water Supply & Toilet- Continuous Water Supply & Accessible Comfort Rooms*	<input type="checkbox"/>	<input type="checkbox"/>	
4. Full Board Room Accommodation for			
45 pax on September 24 - 26, 2024, Single/Twin/Triple Sharing	<input type="checkbox"/>	<input type="checkbox"/>	

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. September 24, 2024 (45 pax)			
AM Snacks: N/A	[]	[]	
Lunch: N/A	[]	[]	
PM Snacks: N/A	[]	[]	
Dinner: Rice, Tuna grills, Beef steak, assorted vegetables, assorted fruits, fruit juice*	[]	[]	
*****with free flowing coffee and hot choco*	[]	[]	
b. September 25, 2024 (45 pax)			
Breakfast: Rice, Fried danggit, boiled egg, paksiw tilapia, assorted vegetables salad, coffee/ choco*	[]	[]	
AM Snacks: Toasted bread, 4 season canned juice*	[]	[]	
Lunch: Rice, Steamed pompano, beef steak, garlic chicken, chicken chopseuy, macaroni salad, drinking water*	[]	[]	
PM Snacks: Ibus with mango, Hot choco*	[]	[]	
Dinner: Rice, Tuna grills, chicken adobo, sinigang bangus, assorted vegetables, assorted fruits, fruit juice*	[]	[]	
*****with free flowing coffee and hot choco*	[]	[]	
c. September 26, 2024 (45 pax)			
Breakfast: Rice, Fried chicken, egg, paksiw tuna, assorted vegetable salad, coffee/ choco*	[]	[]	
AM Snacks: Spaghetti, bread, mango juice*	[]	[]	
Lunch: Rice, Tuna panga, chicken adobo, vegetable salad, sotanghon, fruit salad*	[]	[]	
PM Snacks: Arroz caldo with chicken bread, drinking water*	[]	[]	
Dinner: Rice, Steamed fish, tinolang manok, garlic chicken, chicken chopseuy, fruits, macaroni salad, drinking water*	[]	[]	
*****with free flowing coffee and hot choco*	[]	[]	
c. September 27, 2024 (45 pax)			
Breakfast: Rice, fried dilis, egg, smoked pompano, assorted vegetable salad, coffee/ milk*	[]	[]	
AM Snacks: Sandwich, 4 seasons canned juice, *	[]	[]	
Lunch: Rice, Steamed beef, chicken curry, garlic chicken, chicken chopseuy, assorted fruits, drinking water*	[]	[]	
PM Snacks: Bread, spaghetti, Fruit Juice*	[]	[]	
Dinner: N/A	[]	[]	
*****with free flowing coffee and hot choco*	[]	[]	
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 SDO Hosting of HRDD-HRDS Q3 Program Implementation Review (PIR) on September 24 - 27, 2024 (Live-In) Location/Venue: Region XII SOCCSKSARGEN ABC: P 270,000.00 Date: September 24 - 26, 2024 - (Live-In) Date: September 27, 2024 (Live-out) No. of Participants: 45 pax Tarpaulin (4x8ft) for free of charge	 45 45 1 pc	 3 1 Total	 PhP _____ PhP _____ (per pax/day) PhP _____	 PhP _____ PhP _____ 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
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.