



Republic of the Philippines
Department of Education
 REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

Date:	<u>March 20, 2025</u>
RFQ No.:	<u>DSC-25-03-060</u>
Procurement:	<u>NP-Lease of of RP & 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 Snacks for the conduct of 2025 FIRST DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING on April 3, 2025 (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 **10:00 am** of MAR 25 2025 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 Snacks for the conduct of 2025 FIRST DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING on April 3, 2025 (Live-Out)			PhP282,000.00
TECHNICAL SPECIFICATIONS			
Item Description	Compliance		Remarks
I. Availability	Yes	No	
a. April 3, 2025*	[]	[]	
II. Location	Yes	No	
a. Within Region XII - SOCSARGEN*	[]	[]	
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 & Telecommunications service provider	[]	[]	
IV. Venue	Yes	No	
1. Structural condition:			
a. The foundation is made of concrete and structural steel materials or combination of both.*	[]	[]	
2. Functionality			
a. Conference Room - Air conditioned Conference/Function Room that can accommodate 470 pax on April 3, 2025	[]	[]	
clean and accessible comfort rooms, flexibility with room lay-out with plenty of space to move around for games and activities	[]	[]	
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	[]	[]	
470 pax on April 3, 2025	[]	[]	
b. Light, ventilation and air conditioning - Rooms must be air conditioned	[]	[]	
c. Space Requirement- Area should with the observance of Physical/Social distancing.	[]	[]	
3. Facilities	[]	[]	
a. Water Supply & Toilet- Continuous Water Supply & Accessible Comfort Rooms*	[]	[]	

<p>b. Lighting System- Compliance with the Standards provided by the Building Code of the Philippines*</p> <p>c. Elevators- at least 2 operational (24/7)</p> <p>d. Fire Escapes- Accessible emergency exits and alarm, standby fire extinguisher*</p> <p>e. Fire Fighting Equipment- Presence of Fire fighting equipment</p> <p>f. Strong Internet & Telecommunications- Strong internet connection (500mbps), Available Telephone and/or Internet connection within the premises*</p> <p>g. Audio Visual equipment- Audible (Sound System)</p> <p>4. Other Requirement</p> <p>a. data projector, flip-charts (smart board would be good! & audio system,</p> <p>a place where the trainer & participants can escape to real air during the breaks,</p> <p>c. Maintenance- Provision of Janitorial and Maintenance Services*</p> <p>d. Attractiveness- Ambiance promotes learning</p> <p>e. Security- Adequate Security Service (24/7)*</p> <p>f. 1 pc Tarpaulin (4x8) for free of charge*</p>	[]	[]	
<p>5. Catering Services- Location must be inside the Function Room and/or outside of but near the Function Room*</p> <p>a. April 3, 2025 (470 pax)</p> <p>AM Snacks: Buko Pie and Fruit Juice*</p> <p>Lunch: Rice, Sauteed mixed vegetables, beef steak, chicken afritada, fish fillet, fresh fruits and water*</p> <p>PM Snacks: Chicken Sotanghon guisado with toasted bread and water*</p> <p>***with free flowing coffee and choco</p>	[]	[]	
<p>6. Client Satisfactory Rating based on online hotel reviews</p>	[]	[]	

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 Snacks for the conduct of 2025 FIRST DIVISION MANAGEMENT COMMITTEE (DMANCOM) MEETING on April 3, 2025 (Live-Out) Location/Venue: Region XII SOCCSKSARGEN ABC: P 282,000.00 Date: April 3, 2025 - (Live-Out)				
April 3, 2025 - (Live-Out, Venue, AM Snacks, Lunch, PM Snacks) No. of Participants: 470 pax Tarpaulin (4x8ft) for free of charge	470 pax 1 pc	1	PhP _____ (per pax/day)	PhP _____
			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: _____

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.