



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY
REQUEST FOR QUOTATION

Date **October 22, 2024**
Quotation No: **24-10-169**

Name of Company _____
Address: _____
Name of Hotel/Establishment: _____
Business Permit No. _____
TIN: _____
PhilGEPS Registration No. _____
(required) _____

The Department of Education - Schools Division of Sagay City, through its Bids & Awards Committee intends to **LEASE OF VENUE WITH MEALS FOR THE UPSKILLING & RESKILLING OF TEACHERS ON THE EARLY LANGUAGE LITERACY & NUMERACY WITH FOCUS ON THE SCIENCE OF READING.**

The lease of venue will be undertaken in accordance with Section 53.10 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Lessor of known qualifications are invited to submit quotations/proposals duly signed by you or your duly authorized representative not later than **October 25, 2024 at 9:00 AM**, subject to the Terms and Conditions provided at the last page of this RFQ. A copy of your **2024 Mayor's Permit/Business Permit & PhilGEPS Registration** number is required to be submitted along with your accomplished quotation.

Open quotations may be submitted, manually or email at the address and contact number indicated below.

For any clarifications, you may contact us at **+639562704103** or email address at sagaycity.bac@deped.gov.ph.

MARK ANTHONY J. TAN, PhD
OIC - Office of the ASDS
BAC Chairperson

INSTRUCTIONS:

- (1) Accomplish the RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) Technical specifications with asterisk (*) are mandatory. Failure to comply with any of the requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

TECHNICAL SPECIFICATIONS:	YES	NO	REMARKS
I. Availability (Please specify the date of training or workshop)			
October 28-31, 2024			
II. Location			
A. Within Negros Occidental*	YES	NO	
B. Free Parking Space reserved within or near venue*			
C. Venue must be within 1km from the main roads and/or national highways. Accessible to public vehicles*			
III. Neighborhood Data			
A. Proper Waste Management System such as garbage collection and with Sanitary Permit from appropriate authority*	YES	NO	
B. Proximity to Police ,Fire Stations and emergency Hospitals			
C. Proximity to Banks, Postal, and Telecommunications service provider*			
IV. VENUE			
A. Structural Conditions	YES	NO	
The foundation is made of concrete and structural steel materials or combination of both.*	YES	NO	
Available Function Hall, with at least 1.5 square meter per pax from 8:00 am to 5:00 pm (until the session ends) with tables and upholstered chairs.			
Classroom setup or any type is encouraged. Provision of tables with upholstered chairs to all participants			
Function and accommodation rooms must not in separate building			

B. Functionality of Function Room	YES	NO	
Day 1-4 October 28-31, 2024 (4 days)			
1. 1 Function Room/Plenary which is enclosed and fully airconditioned for Breakout Session on (October 28-31, 2024)*			
2. Classroom setup for guaranteed 32 participants*			
3. Room must not have pillars. If any, pillars must not obstruct participants' view of stage and projector screen/s*			
4. Amenities include:			
a. Availability of flat iron and ironing board in all rooms			
b. Availability of hair blower for every room			
c. 1 LCD projector with table and Projector Screen*			
d. Podium			
e. Philippine flag and pole*			
f. Free and steady Wi-Fi connection in the function room/s with internet speed of atleast 200 mbps*			
g. Free use of a swimming facility 24/7			
h. Availability of a 24 hour convenience outlet within the hotel			
i. Installation of appropriate ventilation equipment such as general & exhaust ventilation.			
C. Room Arrangement	YES	NO	
1. For Training Participants:			
Twin-sharing or Triple-sharing rooms on October 28-31, 2024 with separate beds, depending on the size of the room for 4 days inclusive of 3 meals (breakfast, lunch, dinner) and 2 snacks (morning & afternoon) for 32 pax. No mattress on the floor.*			
Provision of bath towels and toiletries (toothbrush, toothpaste, tissue paper, soap, shampoo etc.)*			
Early check-in of at least Three (5) members of the Program Management Team*			
D. Facilities	YES	NO	
1. Sufficient water supply with hot & cold, accessible and odorfree comfort rooms*			
2. Compliance with the standards provided in the National Building Code of the Philippines			
3. At least one (1) Operational Elevator available 24/7 in going to participants' accommodation if applicable			
4. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*			
5. Available Telephone/Intercom and/or Strong Internet Connection within the premises of the building and accommodation quarters of trainees*			
6. Audible/Operational Sound System. Must have two wired or wireless microphones.*			
7. Well-lighted accommodation rooms of trainees			
E. Other Requirements	YES	NO	
1. Provision of technical, janitorial and maintenance services during the session*			
2. Ambience promotes learning*			
3. Adequate security service (24/7)*			
F. Catering Services	YES	NO	
1. Location must be inside the Function Room, or outside but near the Function Room			
2. Meals for a guaranteed of 32 to a maximum of 33 pax*			
October 27, 2024			
i. One (1) Plated Dinner for the Early check-in of at least Five (5) members of the Program Management Team			
October 28, 2024			
i. One (1) Buffet Breakfast			
ii. One (1) AM Snack for each participant			
iii. One (1) Buffet Lunch			
iv. One (1) PM Snack for each participant			
v. One (1) Buffet Dinner			
October 29, 2024			
i. One (1) Buffet Breakfast			
ii. One (1) AM Snack for each participant			
iii. One (1) Buffet Lunch			
iv. One (1) PM Snack for each participant			
v. One (1) Buffet Dinner			

October 30, 2024			
i. One (1) Buffet Breakfast			
ii. One (1) AM Snack for each participant			
iii. One (1) Buffet Lunch			
iv. One (1) PM Snack for each participant			
v. One (1) Buffet Dinner			
October 31, 2024			
i. One (1) Buffet Breakfast			
ii. One (1) AM Snack for each participant			
iii. One (1) Buffet Lunch			
iv. One (1) PM Snack for each participant			
a. Buffet Lunch and Dinner composed of the following:			
i. Salad or Soup*			
ii. Main course* consisting of: - At least 1 variant of meat; - At least 1 other HALAL viand OR at least 1 variant of fish; and - At least 1 variant Vegetables			
iii. Rice*			
iv. Dessert*			
b. Drinks* composed of the following:			
i. At least one round of iced tea or juice for every meal and every snack*			
ii. Provision of free-flowing coffee, Hot Chocolate and/or tea (no additional charge)*			

TERMS OF PAYMENT:

Payment shall be made through Land Bank’s LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor’s account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name : _____

FINANCIAL OFFICER:

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation, and does not reflect the guaranteed price. Please do not leave any blank items. Indicate “0” if item is being offered for free.

Lease of Venue with Meals for the Upskilling & Reskilling of Teachers on the Early Language Literacy & Numeracy with Focus on the Science of Reading.	APPROVED BUDGET FOR THE CONTRACT		
	(ABC):		
	217,600.00		

Offered Quotation:

Lease of Venue with Meals	A Please fill in your Offered rate (Php)	B Maximum number of pax	C Maximum number of meals	D A x B x C
Function Room:		32		
Meals - AM Snacks		32	4	
Meals - PM Snacks		32	4	
Meals - Buffet Lunch		32	4	
Meals - Buffet Dinner		32	3	
Room Requirement	A Please fill in your Offered rate (Php) per room Day/Night	B Maximum number of pax	C Duration	D A x B x C
Twin Sharing Room, inclusive of breakfast		32	3	
TOTAL OFFERED QUOTATION				-

Signature over Printed Name

Designation

Office Telephone Number/Mobile Number

Email Address

Date