



Republic of the Philippines
Department of Education

Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

REQUEST FOR QUOTATION

Date **October 7, 2025**
Quotation No: **25-09-197**

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 AND ACCOMODATION FOR THE CONDUCT OF PEDAGOGICAL SKILLS ENHANCEMENT TRAINING (PSET): STRENGTHENING ALS IMPLEMENTERS PROFICIENCY WITH 21ST CENTURY TEACHING SKILLS.**

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 14, 2025 at 2:00 PM**, subject to the Terms and Conditions provided at the last page of this RFQ. A copy of your **2025 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 29-31, 2025			
II. Location	YES	NO	
A. Within Negros Occidental*			
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	YES	NO	
A. Proper Waste Management System such as garbage collection and with Sanitary Permit from appropriate authority*			
B. Proximity to Police ,Fire Stations and emergency Hospitals			
C. Proximity to Banks, Postal, and Telecommunications service provider*			
IV. VENUE	YES	NO	
A. Structural Conditions	YES	NO	
The foundation is made of concrete and structural steel materials or combination of both.*			
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 1-3 October 29-31, 2025 (3 days)			
1. 1 Function Room/Plenary which is enclosed and fully airconditioned for Breakout Session on (October 29-31, 2025)*			
2. Classroom setup for guaranteed 29 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. 2 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 29-31, 2025 with separate beds, depending on the size of the room for 3 days inclusive of 3 meals (breakfast, lunch, dinner) and 2 snacks (morning & afternoon) for 29 pax. No mattress on the floor.*			
Provision of bath towels and toiletries (toothbrush, toothpaste, tissue paper, soap, shampoo etc.)*			
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 29 to a maximum of 30 pax*			
October 28, 2025			
i. One (1) Plated Dinner for the Early check-in of at least Four (4) members of the Program Management Team			
October 29, 2025			
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, 2025			
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, 2025			
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 and Accommodation for the Conduct of Pedagogical Skills Enhancement Training (PSET): Strengthening ALS Implementers Proficiency with 21st Century Teaching Skills.

APPROVED BUDGET FOR THE CONTRACT
(ABC):
144,000.00

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
For Day Zero Program Management Team				
Meals - Plated Dinner		4		
Room Requirement	A Please fill in your Offered rate (PhP) per room Day/Night	B Maximum number of pax	C Duration	
Twin Sharing Room, inclusive of breakfast		4		
Function Room:				
Meals - AM Snacks		29		
Meals - PM Snacks		29		
Meals - Buffet Lunch		29		
Meals - Buffet Dinner		29		
Room Requirement	A Please fill in your Offered rate (PhP) per room Day/Night	B Maximum number of pax	C Duration	
Twin Sharing Room, inclusive of breakfast	Breakfast	29		
	Room			
TOTAL OFFERED QUOTATION				-

Signature over Printed Name

Designation

Office Telephone Number/Mobile Number

Email Address