



**Republic of the Philippines**  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

April 22, 2024

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **One Hundred Sixty Thousand Pesos (PhP160,000.00)** being the Approved Budget for the Contract (ABC) and submit the signed and sealed quotation to the Office of the BAC Chair, thru the Receiving Section of the SDO, **on or before April 26, 2024; 10:00 am**. Quotations higher than the ABC shall be rejected.

For more information, please contact **Ms. Phoebe R. Arroyo**, BAC Secretariat Chair at Tel. No. (02) 8829-2308 loc. 120 or at [sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com).

**MADELINE ANN L. DIAZ**  
 BAC Vice Chair

Item No	Qty.	Unit	Item Description	PRICE		
				ABC	QUOTE	
					Unit	Total
<b>LOT 1</b>						
<b>PROVISION OF MEALS AND VENUE FOR THE CONDUCT OF THE 2-DAYS DIVISION INTERAGENCY CONFERENCE ON DEPED ORDER NO. 18, S. 2015 ON HANDLING ILLICIT DRUGS/SUBSTANCE RELATED INCIDENTS FOR THE PROTECTION AND SAFETY OF OUR LEARNERS IN PUBLIC SCHOOLS</b>						
			Date: May 8-9, 2024 Time: 8:00 am - 5:00 p.m.			
			<b>Live Out</b>			
			Meal Requirements:			
1	80	Pax	Day 1: Inclusive of Plated AM snack, Buffet Lunch and Plated PM snack	PhP80,000.00		
1	80	Pax	Day 2: Inclusive of Plated AM snack, Buffet Lunch and Plated PM snack	PhP80,000.00		
			<b>INCLUSIONS:</b>			
			<ul style="list-style-type: none"> <li>• Use of the function room for 8 hours</li> <li>• Continuous Coffee &amp; Tea Service</li> <li>• White Board with markers &amp; eraser</li> <li>• LCD Projector &amp; Widescreen</li> <li>• Sound System</li> <li>• Microphones</li> <li>• Pads &amp; Pencils</li> <li>• Free Wi-Fi</li> <li>• Flipchart</li> <li>• Mints</li> </ul>			



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan, Muntinlupa City  
 (02) 8805 - 9935, (02) 8805 - 9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)





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				<b>PhP160,000.00</b>		
Terms of Payment: Payment shall be made by the Procuring Entity through Land Bank's LDDAP-ADA/Bank Transfer Facility or through Land Bank's cheque whichever is the preferred payment of the supplier, not later than sixty (60) days after submission of an invoice or claim by the Supplier. Bank Transfer fee shall be charged against the creditor's account.						
Contract Duration			2 Calendar Days			
Mayor's Permit No: Issued on: Issued at:			Contact Number: Landline No.: Mobile No.:			
SEC/CDA/DTI Registration No.:			Name of Owner / Authorized Representative:			
PhilGEPS Registration No.:			Signature:			

**Important Terms**

Each supplier shall fill-up this Request for Price Quotation Form with the following attachments:


- photocopy of the valid business permit/ mayor's permit
- photocopy of SEC / DTI / CDA registration
- photocopy of PhilGEPS registration
- photocopy of the Income Tax Return

All technical specifications are mandatory. Suppliers shall indicate the brand, model and complete specification of the offered commodity. The form must be signed by the owner/ authorized representative. **Should there be submission of a separate quotation with a different declared amount, the quote in the RFQ prevails.**

**Failure or non-compliance to the above-cited pre-requisites shall be ground for the supplier's disqualification.**

RFQ-2024-010



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