



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

June 20, 2025

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Eighty Nine Thousand Seven Hundred Seven Pesos (P 89,707.00)** being the Approved Budget for the Contract (ABC) and **submit the signed and sealed quotation** to the Office of the BAC Chairperson, thru the Receiving Section of the SDO, **on or before June 23, 2025; 10:00 am**. Quotations higher than the ABC shall be rejected.

For more information, please contact **Ms. Lourdes V. Rodilla/Mr. Joseph D. Nilo/Ms. Joiche I. Luna**, BAC Secretariat Members at Telephone Number (02) 8423-7560/8423-7561/8423-7562 local 129/120/113 or at [sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com).

  
**LILIA A. RICERO EdD**  
 BAC Chairperson

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
<b>LOT 1 - PROCUREMENT OF MATERIALS FOR DIVISION TRAINING OF TEACHERS ON THE REVISED K TO 12 CURRICULUM FOR GRADE 2, 3, 5 AND 8 (Common Supplies)</b>						
1	945	piece	Notebook, 80 Leaves	P 37,800.00		
2	914	piece	Ballpen, Black	P 7,312.00		
3	75	ream	Bond Paper, A4, 80 GSM	P 22,125.00		
4	12	piece	Epson Ink, 003, Black	P 3,000.00		
5	50	piece	Permanent Marker, Black	P 2,250.00		
6	25	piece	Whiteboard Marker, Black	P 875.00		
7	50	pair	Scissor	P 2,250.00		
8	75	roll	Masking Tape, 24 mm	P 3,000.00		
9	60	pack	Specialty Paper, A4, Pale Cream, 180 GSM, 10 Sheets per Pack	P 3,600.00		

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
<b>LOT 1 - PROCUREMENT OF MATERIALS FOR DIVISION TRAINING OF TEACHERS ON THE REVISED K TO 12 CURRICULUM FOR GRADE 2, 3, 5 AND 8 (Common Supplies)</b>						
10	50	piece	Certificate Holder, A4, Landscape, Super Clear Transparency (holds certificate, diplomas, citation)	P 3,000.00		
11	75	piece	Cartolina, Varied Colors	P 895.00		
12	300	piece	Manila Paper	P 3,600.00		
<b>TOTAL</b>				<b>P 89,707.00</b>		
Terms of Payment: Payment shall be made by the Procuring Entity through Lan 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				<b>10 Business Days</b>		
Mayor's Permit No.:				Contact Number:		
Issued on:				Landline No.:		
Issued at:				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 PhilGEPS Registration
- Photocopy of Income Tax Return (if the ABC is above PhP 500,000.00)
- **2 original** copies of Notarized Omnibus Sworn Statement (if the ABC is above PhP 50,000)

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.**

Prospective Suppliers must provide **three copies of the required documents** (technical and financial), consisting of **one original copy and two photocopies in separate long brown envelopes, all enclosed in a single signed and sealed envelope.**

**Failure or non-compliance to the above-cited pre-requisites shall be ground for the supplier's disqualification. The attached title page is intended to be placed in front of the signed and sealed envelope.**

**RFQ-2025-020**



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**Bids and Awards Committee (BAC)**

**RFQ-2025-020**

**Procurement of Materials for Division Training of Teachers  
on the Revised K to 12 Curriculum for Grade 2, 3, 5 and 8  
(Common Supplies)**

Name of Company : \_\_\_\_\_

Address : \_\_\_\_\_

Landline/Mobile Number : \_\_\_\_\_

Email Address : \_\_\_\_\_

Name and Signature of Authorized Representative : \_\_\_\_\_

**DO NOT OPEN BEFORE JUNE 23, 2025 at 10:00 AM**



🏠 Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
☎ 84237560, 84237561, 84237562  
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🌐 [deped-muntinlupa.com](http://deped-muntinlupa.com)