



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

September 10, 2025

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **One Hundred Forty Eight Thousand Eight Hundred Pesos (P 148,800.00)** 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 September 12, 2025; 1:30 pm**. 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 – PROVISION OF MEALS AND VENUE FOR THE CONDUCT OF 2-DAY DIVISION INTER-AGENCY CONFERENCE ON FAMILY-BASED INTERVENTION AS MULTIFACETED APPROACH TO SUBSTANCE USE PREVENTION FOR SAFE SCHOOLS AND COMMUNITY</b>						
1	62	Pax	<b>Date: September 30 – October 01, 2025</b> <b>Time: 8:00 am – 5:00 pm</b>  <b>Day 1:</b> Inclusive of Plated AM Snack, Buffet Lunch and PM Snack	P 74,400.00		
2	62	pax	<b>Day 2:</b> Inclusive of Plated AM Snack, Buffet Lunch and PM Snack  <b>Inclusions:</b> <ul style="list-style-type: none"> <li>• Use of the function room for 8 hours</li> <li>• Continuous coffee and tea service</li> <li>• Whiteboard with markers &amp; eraser</li> <li>• LCD Projector and Widescreen</li> <li>• Sound System</li> <li>• Microphones</li> </ul>	P 74,400.00		

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
<b>LOT 1 – PROVISION OF MEALS AND VENUE FOR THE CONDUCT OF 2-DAY DIVISION INTER-AGENCY CONFERENCE ON FAMILY-BASED INTERVENTION AS MULTIFACETED APPROACH TO SUBSTANCE USE PREVENTION FOR SAFE SCHOOLS AND COMMUNITY</b>						
			<ul style="list-style-type: none"> <li>• Pads and Pencils</li> <li>• Free Wi-Fi</li> <li>• Flipchart</li> <li>• Mints</li> </ul> <p><i>* Preferably within Muntinlupa City</i></p>			
<b>TOTAL</b>				<b>P 148,800.00</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>2 Calendar 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:**

- 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.***

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.***



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**Bids and Awards Committee (BAC)**

**RFQ-2025-037**

**Provision of Meals and Venue for the Conduct of 2-Day  
Division Inter-Agency Conference on Family-Based  
Interventions as Multifaceted Approach to Substance Use  
Prevention for Safe Schools and Community**

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

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

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

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

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

**DO NOT OPEN BEFORE SEPTEMBER 12, 2025 at 1:30 PM**



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