



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

April 30, 2026

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Two Hundred Seventy Six Thousand Pesos (P 276,000.00)** being the Approved Budget for the Contract (ABC). **All complete requirements must be submitted either through the Office of the BAC Chairperson, thru the Receiving Section of the SDO or electronically via email at [bac.sdomuntinlupa@deped.gov.ph](mailto:bac.sdomuntinlupa@deped.gov.ph). On or before May 04, 2026; 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 [bac.sdomuntinlupa@deped.gov.ph](mailto:bac.sdomuntinlupa@deped.gov.ph).

  
**LILIA A. RICERO CESE**  
 BAC Chairperson

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
<b>BOARD AND LODGING FOR THE CONDUCT OF PROJECT LEAD2SUCCEED: STRENGTHENING TECHNICAL SUPPORT AND LEADERSHIP FOR SCHOOL EXCELLENCE</b>						
	46	pax	<b>Date: May 19 – 21, 2026</b> <b>Time: 8:00 am – 5:00 pm</b>  <b>Type of Accommodation:</b>  * Board and Lodging (Full Board)  - Three hours ingress and two-hour egress  - Exclusive venue of Function Hall until 5 pm only  - Flowing Coffee/Water  - Banquet Tables and Chairs good for 46 persons	P 276,000.00		

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			<ul style="list-style-type: none"> <li>- Basic Centerpieces</li> <li>- Digital Signage</li> <li>- Wi-fi Access</li> <li>- Complimentary use of Projector and White Screen</li> <li>- Registration Table</li> <li>- Complimentary use of PA Equipment (microphones and speakers)</li> <li>- Basic Sounds and Lights</li> </ul> <p><b>Meal Requirements:</b></p> <p><b>Day 1</b></p> <ul style="list-style-type: none"> <li>- Plated AM Snack, Lunch Buffet, Plated PM Snack, Dinner Buffet</li> </ul> <p><b>Day 2</b></p> <ul style="list-style-type: none"> <li>- Buffet Breakfast, Plated AM Snack, Lunch Buffet, Plated PM Snack, Dinner Buffet</li> </ul> <p><b>Day 3</b></p> <ul style="list-style-type: none"> <li>- Buffet Breakfast, Plated AM Snack, Lunch</li> </ul> <p><b>Room Inclusions:</b></p> <ul style="list-style-type: none"> <li>- Complimentary Wi-Fi Access</li> <li>- Complimentary Bottled Water and Coffee</li> <li>- Discounted rate of less 10% for food outlets</li> </ul>			

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			- Access to Pool (8am – 10pm)  - Access to Fitness Center (8am – 10pm)  <b>* Within Pasay City</b>			
<b>TOTAL</b>				<b>P 276,000.00</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			<b>3 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 latest Income Tax Return
- **1 original copy** of Notarized Omnibus Sworn Statement (if the ABC is above PhP 50,000). (The Notarized Omnibus Sworn Statement shall be submitted in its original copy if filed in a signed and sealed envelope through the Office of the BAC Chairperson, via the Receiving Section of the SDO. For electronic submissions, a photocopy may be accepted, provided that the original copy shall be retrieved by the TWG during post-qualification.)

All Technical Specifications are mandatory. Suppliers shall indicate 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 Form prevails.**

For submission/s through **the Office of the BAC Chairperson, thru the Receiving Section of the SDO (for signed and sealed quotation/s)**, the 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.**

RFQ-SVP-2026-001

*This title page is intended to be placed in front of the signed and sealed envelope (for manual submissions) or submitted thru email for electronic submissions.*

## **Bids and Awards Committee (BAC)**

**RFQ-SVP-2026-001**

### **Board and Lodging for the Conduct of Project LEAD2SUCCEED: Strengthening Technical Support and Leadership for School Excellence**

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

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

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

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

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

**DO NOT OPEN BEFORE MAY 04, 2026 at 10:00 AM**

## SAMPLE COPY OF OMNIBUS SWORN STATEMENT

### Omnibus Sworn Statement Form

*[Note: The duly accomplished form shall be submitted with the Bid]*

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

#### OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]**[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*

- *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- *If partnership :* The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

*Select one, delete the rest:*

- *In case of corporations:* *[Name of Bidder]* declares its beneficial ownership consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC in accordance with its annual reportorial requirements.
- *In case of Foreign Bidders:* *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a) Carefully examine all of the Bidding Documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*

*[Position/Designation]*

*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC  
 Notarial Commission No. \_\_\_\_\_  
 Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
 Roll of Attorneys No. \_\_\_\_\_  
 PTR No. \_\_, *[date issued]*, *[place issued]*  
 IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_.