



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

August 28, 2026

REQUEST FOR PRICE QUOTATION (RFQ)

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **One Million Four Hundred Forty Thousand Pesos (P 1,440,000.00)** 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 01, 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 sdomuntinlupabacsec@gmail.com.


LILIA A. RICERO CESO VI
BAC Chairperson

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3)						
			KINDERGARTEN			
1	2,400	Set	Kulay (Story Book) Book size - 8.27''' x 11.69''' Paper requirement Cover - C2S #180 1bs or Foldcote cal. 1 2 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	P 180,000.00		
2	2,400	Set	My Jumbo Learning Workbook (Storybook) Book size - 8.50''' x 11.00''' Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 70 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	P 180,000.00		

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3)						
			GRADE 1			
1	2,400	Set	Munting Patak Ulan (Storybook) Book size - 8.27''' x 11.69''' Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	P 180,000.00		
2	2,400	Set	Si Putot (Storyworkbook) Book size - 8.27''' x 11.69''' Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 7 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	P 180,000.00		
			GRADE 2			
1	2,400	Set	Ano Kaya ako Paglaki (Storyworkbook) Book size - 8.27''' x 11.69''' Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	P 180,000.00		
2	2,400	Set	Message in the Sand (Storyworkbook) Book size - 8.27''' x 11.69''' Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	P 180,000.00		

Item No.	Qty.	Unit	Item Description	Price		
				ABC	Quote	
					Unit	Total
PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3)						
			GRADE 3			
1	2,400	Set	Ang Bayang Maaksaya Sa Tubig (Storyworkbook) Book size - 8.27"" x 11.69"" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	P 180,000.00		
2	2,400	Set	Hello Animals: Ang Masisipag na Langgam (Storyworkbook) Book size - 8.27"" x 11.69"" Paper requirement Cover - C2S #180 1bs or Foldcote cal. 12 solid white, with one side UV lamination Inside Pages - C2S # 100 Colors Cover - 4/4 color with one sided UV lamination Inside Pages - 4/4 color Binding - saddle-stitched	P 180,000.00		
			Other Requirements: The Reading Materials shall be packed and delivered to each school in accordance with the distribution list provided in Annex A. Each pack shall be labeled according to the item, grade level, and school. The reading materials shall be wrapped in kraft paper, covered with plastic and properly labeled, indicating the number of copies per pack, the item name, the grade level, and the name of school. Annex A, attached hereto, contains the distribution list specifying the required number of copies for each school. The Reading Materials shall be delivered within the period of October 2026. Delivery prior to the specified delivery period is encouraged.			
TOTAL				P 1,440,000.00		

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	40 Business 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:

Technical Components:

- PhilGEPS Registration Certificate (Platinum Membership)
- Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid.
- Net Financial Contracting Capacity (NFCC) Computation or committed Line of Credit (LoC).
- Statement of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.
- If applicable, JVA or in the absence of a JVA, duly notarized statements from all potential JV partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.
- Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15.
- Technical Specifications, which may include production or delivery schedule, manpower requirements, or after-sales service or parts, if applicable.
- Omnibus Sworn Statement

Financial Component:

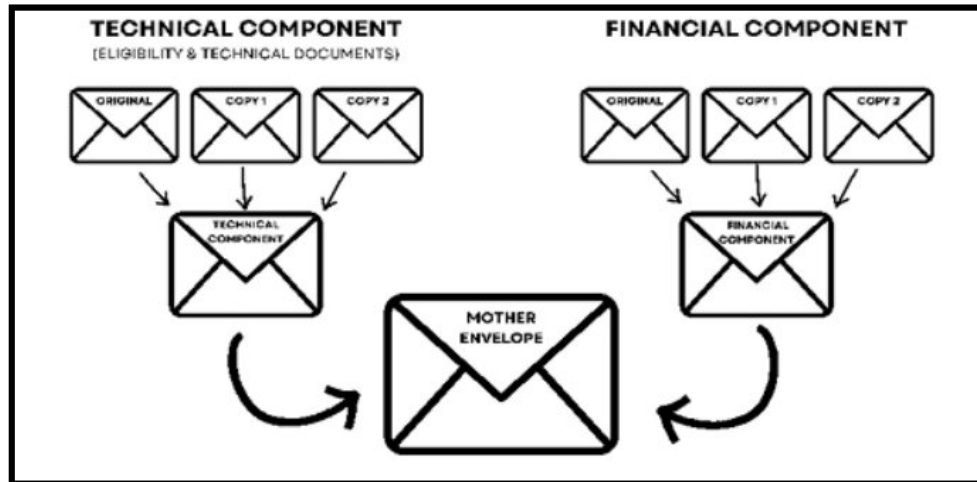
- Duly signed and accomplished RFQ Form.

All Technical/Financial Components are mandatory. Suppliers shall indicate the 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.***

Each Supplier shall submit a Mother Envelope containing two (2) sets of documents:

- **one (1) for the Technical Component which will comprise Original, Copy 1 and Copy 2 Documents, and**
- **one (1) for the Financial Component which will also comprise Original, Copy 1 and Copy 2.**

Kindly arrange the documents in accordance with the proper sequence of technical and financial components, and insert tabbing where possible for easy reference.



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

This title page is intended to be placed in front of the signed and sealed mother envelope.

Bids and Awards Committee (BAC)

RFQ-SVP-2026-007

PRINTING AND DELIVERY OF READING MATERIALS FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3)

Name of Company : _____

Address : _____

Landline/Mobile Number : _____

Email Address : _____

Name and Signature of
Authorized Representative : _____

DO NOT OPEN BEFORE SEPTEMBER 01, 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]

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 _____.