



Republic of the Philippines  
Department of Education  
REGION III

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

REQUEST FOR QUOTATION

**PROCUREMENT ACCOMMODATION, FOOD, AND TRANSPORTATION  
FOR THE YEAR END PERFORMANCE REVIEWCUM 2026 TARGET SETTING  
RFQ NO. 2025-12-142**

**Sir/Madam:**

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "B" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Unit	Quantity	Item/Description	APPROVED BUDGET FOR THE CONTRACT
Lot	1	<b>***Board and Lodging (Accommodation and Food) for 95 pax</b>  <b>DAY 1</b> Breakfast: Daing na Bangus; Tortang Giniling, Ensaladang Kamatis with Salted Egg, Fruits, Garlic Rice, Coffee Lunch: Beef Broccoli, Ginisang Talbos ng Sayote, Sinigang na Bangus, Fruit Salad, Graham Bar, Pandan Rice, Water PM Snack: Sopas with Putong Puti, Cucumber with Lemon Juice Dinner: Beef Bulalo, Chicken Sisig, Grilled Tilapia, Pandan Rice, Coffee Jelly, water  <b>DAY 2</b> Breakfast: Spanish Sardines, Scramble Egg, Sweet Fried Pusit, Fruits, Garlic Rice, Coffee AM snack: Carbonara with Garlic Bread, Soft Drinks Lunch: Sinampalukang Manok, Embutido, Ginisang Ampalaya, Mango Gelatin, Pandan Rice, Water PM Snack: Clubhouse Sandwich, Pineapple Juice  <b>***Transportation for 95 pax</b> -One 28-seater Coaster -Six 12-seater Van	494,000.00
<b>Total</b>			<b>494,000.00</b>

\* The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.

Deadline for submission and receipt of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not be later **December 22, 2025 12:00PM**

- Mayor's Permit
- Philgeps Reg. Number

**Only one (1) set of documents certified to be true copies of the original shall be required.**

**Proposals and documents must be submitted through the SDO Records Section on or before the deadline of submission as stated in this RFQ.**

Late submission of quotations shall not be accepted and considered.

**RONILO E. HILARIO, CESO VI**  
Chairperson, Bids and Awards

Note: Please indicate statement of compliance of the Technical Specifications Form by clearly indicating "COMPLY"

### Price Quotation Form

Date: \_\_\_\_\_

**RFQ No. 2025-12-142**

The Chairperson, Bids and Awards Committee  
 Schools Division Office  
 Brgy. Rizal  
 Science City of Muñoz

Sir/Madam:

Having examined the Request for **Quotation No. 2025-12-142 which includes the Technical Specifications and Delivery Schedule**, the receipt of which is hereby duly acknowledged, the undersigned offers to \_\_\_\_\_ in conformity with the said Request for Quotation for the sums stated hereunder:

UNIT	QUANTITY	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE
Lot	1	<b>***Board and Lodging (Accommodation and Food) for 95 pax</b>  <b>DAY 1</b> Breakfast: Daing na Bangus; Tortang Giniling, Ensaladang Kamatis with Salted Egg, Fruits, Garlic Rice, Coffee Lunch: Beef Broccoli, Ginisang Talbos ng Sayote, Sinigang na Bangus, Fruit Salad, Graham Bar, Pandan Rice, Water PM Snack: Sopas with Putong Puti, Cucumber with Lemon Juice Dinner: Beef Bulalo, Chicken Sisig, Grilled Tilapia, Pandan Rice, Coffee Jelly, water  <b>DAY 2</b> Breakfast: Spanish Sardines, Scramble Egg, Sweet Fried Pusit, Fruits, Garlic Rice, Coffee AM snack: Carbonara with Garlic Bread, Soft Drinks Lunch: Sinampalukang Manok, Embutido, Ginisang Ampalaya, Mango Gelatin, Pandan Rice, Water PM Snack: Clubhouse Sandwich, Pineapple Juice  <b>***Transportation for 95 pax</b> -One 28-seater Coaster -Six 12-seater Van		

**TOTAL PRICE IN WORDS:** \_\_\_\_\_

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specification and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

However, we understand that you are not bound to accept the lowest or any Quotation you may receive.

Dated this \_\_\_\_\_

Name /Signature/ Designation / Capacity

Duly authorized to sign Quotation for and on behalf of:

Company / Address / Contact No.

**SCHEDULE OF REQUIREMENTS**

Unit	Quantity	Item/Description	Delivery Period
Lot	1	<p><b>***Board and Lodging (Accommodation and Food) for 95 pax</b></p> <p><b>DAY 1</b>            Breakfast: Daing na Bangus; Tortang Giniling, Ensaladang Kamatis with Salted Egg, Fruits, Garlic Rice, Coffee            Lunch:            Beef Broccoli, Ginisang Talbos ng Sayote, Sinigang na Bangus, Fruit Salad, Graham Bar, Pandan Rice, Water            PM Snack: Sopas with Putong Puti, Cucumber with Lemon Juice            Dinner: Beef Bulalo, Chicken Sisig, Grilled Tilapia, Pandan Rice, Coffee Jelly, water</p> <p><b>DAY 2</b>            Breakfast: Spanish Sardines, Scramble Egg, Sweet Fried Pusit, Fruits, Garlic Rice, Coffee            AM snack: Carbonara with Garlic Bread, Soft Drinks            Lunch:            Sinampalukang Manok, Embutido, Ginisang Ampalaya, Mango Gelatin, Pandan Rice, Water            PM Snack: Clubhouse Sandwich, Pineapple Juice</p> <p><b>***Transportation for 95 pax</b>            -One 28-seater Coaster            -Six 12-seater Van</p>	January 8-9, 2026

**Project Site:**

Schools Division Office  
 Brgy. Rizal, Science City of Munoz

Contact person: **SHIRLEY A. PASCUAL**  
 Hcad, BAC Secretariat  
 sdomunoz.bac@deped.gov.ph  
 (044) 806-2192

**I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.**

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

\_\_\_\_\_  
 Signature over Printed Name of  
 Authorized Representative

\_\_\_\_\_  
 Date

#### **TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications. Delivery shall be made only during regular office days from 8:00AM to 4:00PM.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor thru Modified Disbursement System (MDS) Checks from Landbank of the Philippines.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd Science City of Munoz shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
11. For procurement with ABC of less than Php50,000.00, only the **winning** bidder/supplier will receive a notification for the said procurement thru the email address or mobile phone number provided in this canvass form. For ABC of Php50,000.00 or more, **all** bidders/suppliers will receive notification as to the status of their quotation. Notifications will be done by the procuring entity **within five (5) working days** after the opening of bids/sealed quotations.