



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

**REQUEST FOR QUOTATION**

Date : October 9, 2025

PR No.: 2025-09-0141

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

Address \_\_\_\_\_

TIN \_\_\_\_\_

PhilGEPS Registration No. \_\_\_\_\_

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through small value procurement of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2025-09-0141 – Hauling Expenses for the pick-up of the Common-Use Supplies procured from the Procurement Service-DBM at DBM Compound, RR Road, Cristobal Street, Paco, Manila to our Division Office located at Provincial Sports Complex, Bolbok, Batangas City** with an Approved Budget for the Contract (ABC) of **TEN THOUSAND PESOS ONLY (P 10,000.00)**.

Delivery Period: Upon the availability of the supplies/items at PS-DBM

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly accomplish and submit this RFQ via e-mail at [sdobatangas.property@deped.gov.ph](mailto:sdobatangas.property@deped.gov.ph) or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to Property and Supply Unit Office, DepEd Division of Batangas **not later than 13 October 2025 at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation: (not applicable for government venues)

1. Valid and Current Mayor's Permit
2. PhilGEPS Registration
3. Valid Tax Clearance
4. Latest Income/Business Tax Return
5. Omnibus Sworn Statement

For validation purposes, kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard. Lastly, please be informed that submission of a copy of **BIR 2303 (align with the requirements to the project being procured) and notarized Omnibus Sworn Statement** shall be required from the winning bidder prior to issuance of notice of award.

For any clarification, you may contact us via email at [sdobatangas.property@deped.gov.ph](mailto:sdobatangas.property@deped.gov.ph).

  
**LOU E. PANALIGAN**

Administrative Officer *Ving*



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

Telephone: (043) 722-1840 / 722-1796

Email Address: [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)

Website: [www.depedbatangas.com](http://www.depedbatangas.com)

Doc. Ref. Code	SDO-OSDS-F124	Rev	00
Effectivity	03.10.25	Page	1 of 6



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Annex "A"

**PROGRAM TITLE**

**PR No. 2025-09-0141 – Hauling Expenses for the pick-up of the Common-Use Supplies procured from the Procurement Service-DBM at DBM Compound, RR Road, Cristobal Street, Paco, Manila to our Division Office located at Provincial Sports Complex, Bolbok, Batangas City**

*Important Note: State **"Comply"** in the column **"Statement of Compliance"** against each of the individual parameters of each "Specifications".*

Description/Technical Specifications	Unit	Quantity	Statement of Compliance																																																			
<p>-Vehicle that can accommodate the items to be pick-up.</p> <p>-Driver must have a professional Driver’s license.</p> <p>-With at least 2 helpers</p> <p>List of items/supplies:</p> <table><tr><th>ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.</th><th>QUANTITY</th><th>UNIT</th></tr><tr><td>PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm</td><td>500</td><td>ream</td></tr><tr><td>SCISSORS, symmetrical, blade length: 65mm min</td><td>20</td><td>pair</td></tr><tr><td>CORRECTION TAPE, 8M</td><td>200</td><td>piece</td></tr><tr><td>FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)</td><td>5</td><td>box</td></tr><tr><td>DISINFECTANT SPRAY, aerosol type, 400-550 grams</td><td>50</td><td>can</td></tr><tr><td>SIGN PEN, EXTRA FINE TIP, BLACK</td><td>250</td><td>piece</td></tr><tr><td>SIGN PEN, EXTRA FINE TIP, BLUE</td><td>250</td><td>piece</td></tr><tr><td>INSECTICIDE, Aerosol type, net content: 600ml min</td><td>50</td><td>can</td></tr><tr><td>ALCOHOL, ethyl, 68%-72%, 500ml</td><td>200</td><td>bottle</td></tr><tr><td>TIOLET TISSUE PAPER 2-ply sheet, 150 pulls</td><td>50</td><td>pack</td></tr><tr><td>TWINE, plastic, one (1) kilo per roll</td><td>20</td><td>roll</td></tr><tr><td>STAPLE WIRE, standard, (26/6)</td><td>100</td><td>box</td></tr><tr><td>GLUE, All purpose</td><td>60</td><td>bottle</td></tr><tr><td>ENVELOPE, DOCUMENTARY, for legal size document</td><td>10</td><td>box</td></tr><tr><td>ENVELOPE, DOCUMENTARY, for A4 size document</td><td>5</td><td>box</td></tr><tr><td>Continuous Form, 1 ply, 280 x 241 mm</td><td>500</td><td>box</td></tr></table>	ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	500	ream	SCISSORS, symmetrical, blade length: 65mm min	20	pair	CORRECTION TAPE, 8M	200	piece	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	5	box	DISINFECTANT SPRAY, aerosol type, 400-550 grams	50	can	SIGN PEN, EXTRA FINE TIP, BLACK	250	piece	SIGN PEN, EXTRA FINE TIP, BLUE	250	piece	INSECTICIDE, Aerosol type, net content: 600ml min	50	can	ALCOHOL, ethyl, 68%-72%, 500ml	200	bottle	TIOLET TISSUE PAPER 2-ply sheet, 150 pulls	50	pack	TWINE, plastic, one (1) kilo per roll	20	roll	STAPLE WIRE, standard, (26/6)	100	box	GLUE, All purpose	60	bottle	ENVELOPE, DOCUMENTARY, for legal size document	10	box	ENVELOPE, DOCUMENTARY, for A4 size document	5	box	Continuous Form, 1 ply, 280 x 241 mm	500	box	Lot	1	
ITEM AND DESCRIPTION/SPECIFICATIONS/STOCK No.	QUANTITY	UNIT																																																				
PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	500	ream																																																				
SCISSORS, symmetrical, blade length: 65mm min	20	pair																																																				
CORRECTION TAPE, 8M	200	piece																																																				
FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	5	box																																																				
DISINFECTANT SPRAY, aerosol type, 400-550 grams	50	can																																																				
SIGN PEN, EXTRA FINE TIP, BLACK	250	piece																																																				
SIGN PEN, EXTRA FINE TIP, BLUE	250	piece																																																				
INSECTICIDE, Aerosol type, net content: 600ml min	50	can																																																				
ALCOHOL, ethyl, 68%-72%, 500ml	200	bottle																																																				
TIOLET TISSUE PAPER 2-ply sheet, 150 pulls	50	pack																																																				
TWINE, plastic, one (1) kilo per roll	20	roll																																																				
STAPLE WIRE, standard, (26/6)	100	box																																																				
GLUE, All purpose	60	bottle																																																				
ENVELOPE, DOCUMENTARY, for legal size document	10	box																																																				
ENVELOPE, DOCUMENTARY, for A4 size document	5	box																																																				
Continuous Form, 1 ply, 280 x 241 mm	500	box																																																				





Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

**Important Notes:**

1. The passing rate on the reasonableness of rental rates for the Lease of Venue is set at 85%;
2. The Proponent will coordinate the venue if there is a change of event date;
3. Payment will be on Send Bill Arrangement; thus, no down payment will be made;
4. The price quotation shall be inclusive of all costs and applicable taxes;
5. Suppliers shall quote the lowest price on the items/services listed and submit filled out quotation duly signed by the owner of the company, or its authorized representative supported by a notarized SPA or sole proprietorship or Secretary's Certificate for partnership or corporation.



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

---

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

**FINANCIAL OFFER**

Please quote your **best offer**. Please do not leave any blank item. Indicate **"0"** if item being offered is for free.

**PR No. 2025-09-0141 – Hauling Expenses for the pick-up of the Common-Use Supplies procured from the Procurement Service-DBM at DBM Compound, RR Road, Cristobal Street, Paco, Manila to our Division Office located at Provincial Sports Complex, Bolbok, Batangas City**

*Approved Budget for the Contract in the amount of*  
**Ten Thousand Pesos**  
**(P 10,000.00)**

<b><i>Your Total Offered Quotation in Words</i></b>	<b><i>In figures</i></b>

**Terms of Payment:**

- Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility.
- Bank Transfer fee shall be charged against the creditor's account.

**Payment Details:**

- Banking Institution:
- Account Number:
- Account Name:
- Branch:

**TERMS AND CONDITIONS:**

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation which complies with the minimum technical specifications and other terms and conditions stated herein.





**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**SCHOOLS DIVISION OF BATANGAS**

6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications
8. The DepEd SDO Batangas shall have the right to conduct onsite visits to verify their conformity to the technical specification.
9. 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 SDO Batangas 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.
10. The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email address:	