



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

REQUEST FOR QUOTATION

Date : October 14, 2025

PR No.: 2025-09-0147

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 under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2025-09-0147 – Supply and Delivery of materials for the conduct of Phase II: Workshop for Strengthening the Capacity of the Committee Members during the conduct of Formal Investigation** with an Approved Budget for the Contract (ABC) of **Fourteen Thousand Seven Hundred Pesos Only (P14,700.00)**.

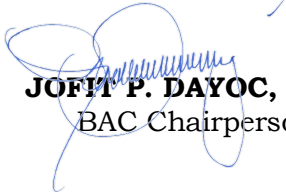
Delivery Period: 5 days

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 bac.sdobatangas@deped.gov.ph or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to the BAC Office, DepEd Division of Batangas **not later than 17 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 **(if applicable)**
4. Latest Income/Business Tax Return **(if applicable)**
5. Notarized Omnibus Sworn Statement
6. BIR-2303

For any clarification, you may contact us via email at bac.sdobatangas@deped.gov.ph


JOFF P. DAYOC, CESE
BAC Chairperson



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

Annex "A"

Supply and Delivery of materials for the Conduct of Phase II: Workshop for Strengthening the Capacity of the Committee Members during the conduct of Formal Investigation PR No. 2025-09-0147					
Description/Technical Specifications				Statement of Compliance	
Unit	Item Description	Qty	Unit Cost	Total Cost	
pcs	Brown envelope (long)	100			
pcs	Permanent Marker (black- fine)	10			
set	Ink (CMYK Epson 664)	2			
ream	A4 bond paper 80 gsm	5			
pcs	Certificate Holder (A4)	100			
pack	Photo Paper (20 sheets per pack, A4, 180 gsm)	4			
pcs	Certificate Frame (A4)	5			
Total:					



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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.



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FINANCIAL OFFER

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

Supply and Delivery of materials for the Conduct of Phase II: Workshop for Strengthening the Capacity of the Committee Members during the conduct of Formal Investigation PR No. 2025-09-0147 <i>Approved Budget for the Contract in the amount of Fourteen Thousand Seven Hundred Pesos Only</i> (P 14,700.00)	
<i>Your Total Offered Quotation in Words</i>	<i>In figures</i>

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.



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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:	