



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 2 Dec 2025
PR No. 2025-11-0201

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 Negotiated Procurement –under Section 53.9 of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2025-11-0201- Supplies and Delivery of Supplies and Materials to be used for the conduct of 2025 Division Research Convergence on December 22-23, 2025**, with an Approved Budget for the Contract (ABC) of Thirty Three Thousand Two Hundred Pesos only (**Php. 33,200.00**).

Delivery Period: One (1) calendar day

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 submit this RFQ via e-mail at sdobatangas.sgod@deped.gov.ph or in a sealed envelope, and/or courier duly signed by your authorized representative and submitted to the SGOD Office, DepEd Division of Batangas **not later than December 5, 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. Notarized Omnibus Sworn Statement
6. BIR-2303

Lastly, please be informed that submission of a copy of **BIR 2303 (aligned with the requirements of the project being procured)** and a **notarized Omnibus Sworn Statement** shall be required from the winning bidder before issuance of notice of award.

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


MARIO B. MARAMOT
OIC-Chief, SGOD



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

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Email Address: deped.batangas@deped.gov.ph

Website: www.depedbatangas.com

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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.

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

<i>Supplies and Delivery of Supplies and Materials to be used for the conduct of 2025 Division Research Convergence on December 22-23, 2025 PR No. 2025-11-0201</i>					
Unit	Item Description	Quantity	Unit Cost	Total Cost	State of Compliance
	B. Supplies and Materials				
pack	Photopaper, glossy- pack of 20s A4 size	20			
pcs	Certificate holder, a4	300			
set	Ink (CMYK Epson 664)	3			
reams	Bond paper, 80 gsm, a4	5			
reams	Bond paper, 80 gsm, long	5			



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FINANCIAL OFFER

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

Supplies and Delivery of Supplies and Materials to be used for the conduct of 2025 Division Research Convergence on December 22-23, 2025 PR No. 2025-11-0201 <i>Approved Budget for the Contract (ABC) of Thirty Three Thousand Two Hundred Pesos only (Php. 33,200.00)</i>	
Your Total Offered Quotation in Words	In figures

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:



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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 **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 that complies with the minimum technical specifications and other terms and conditions stated herein.
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 specifications.
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:	