



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 03 February 2026

PR No. 2026-01-0002

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 34 of the Implementing Rules and Regulations of Republic Act No. 12009 for the project: **Procurement of Hosting Services for Document Tracking System and Division Office Website** with an Approved Budget for the Contract (ABC) of **Forty-nine thousand pesos (49,000)**.

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.ict@deped.gov.ph or in a sealed envelope, and/ or courier duly signed by your authorized representative submitted to BAC Office, DepEd Division of Batangas **not later than 6 February 2026 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)**

Lastly, please be informed that submission of a copy of **BIR 2303 (align with the requirements to the project being procured)** 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.ict@deped.gov.ph


JOFIT B. DAYOC, CESE
 BAC Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City

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

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:

Procurement of Hosting Services for Document Tracking System and Division Office Website PR No. 2026-01-0002					
Unit	Item Description	Quantity	Unit Cost	Total Cost	State of Compliance
Ict	Hosting Services: -Domain Name -at least 50gb storage space -SSL Certificate -Monthly backup of database -24/7 Technical support	2			



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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.

Procurement of Hosting Services for Document Tracking System and Division Office Website PR No. 2026-01-0002 <i>Approved Budget for the Contract (ABC) of Forty-nine thousand pesos (49,000)</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:

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.



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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:	



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