



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

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : 28 November 2024
 PR No. 2024-11-0167

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 53.10 of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2024-11-0167- Supply and Delivery of Supplies to be used for the conduct of Education Partnership Summit: Promoting Schools Sports for Mental Health Program on December 15-16, 2024**, with an Approved Budget for the Contract (ABC) of Forty Eight Thousand Pesos only (**Php. 49,997.00**).

Delivery Period: Five (5) 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 anabel.magalona@deped.gov.ph or in a sealed envelope, and/or courier duly signed by your authorized representative and submitted to the BAC Office, DepEd Division of Batangas **not later than December 2, 2024, 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 (template attached hereto as Annex “B”)

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 (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 anabel.magalona@deped.gov.ph.

MARIAN L. ARIAS
 OIC-Chief, SGOD



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:

Supply and Delivery of Supplies to be used for the conduct of Education Partnership Summit: Promoting Schools Sports for Mental Health Program on December 15-16, 2024 PR No. 2024-11-0167						
Unit	Item Description	Technical Specifications (Minimum Specs)	Quantity	Unit Cost	Total Cost	Statement of Compliance
PCS	Styroballs	5"	10			
PCS	Styroballs	6"	10			
PCS	Styroballs	7"	10			
PCS	Styrofoam Foam Board	75cm x 35cm x 2cm	30			
PCS	Glue stick	11 mm	2			
PCS	Square boxes	30.5 x 30.5 x 20cm	6			
PACK	glitters	250 grams	4			
PCS	cutter	18x100mm	5			
PCS	Christmas light warm	100 pc led	4			
PCS	Christmas balls	ball 30mm 24pcs	45			
PCS	decor (flower beads)	decor (flower beads)	45			



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PCS	Christmas tree	2FT	1			
PCS	Christmas tree	3ft	1			
PCS	Christmas tree	4ft	1			
PCS	roll ribbon red	50 yards	5			
PCS	roll ribbon gold	50 yards	5			
PCS	gift wrapper	25pcs	25			
CAN	acrylic paint	100ml	4			
PCS	Paintbrush	2"	5			
PCS	Paintbrush	3"	5			
PCS	Sandpaper	8.5" * 11"	100			



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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.

**Supply and Delivery of Supplies to be used for the conduct of Education Partnership Summit:
 Promoting Schools Sports for Mental Health Program on December 15-16, 2024
 PR No. 2024-11-0167**

*Approved Budget for the Contract (ABC) of Forty Nine Thousand Nine Hundred Ninety Seven
 Pesos only
 (Php. 49,997.00).*

<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:



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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:	