



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

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 11 September 2025
PR No. 2025-09-0131

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 the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: : **PR No. 2025-09-0131 – Procurement of Survey Services for 21 School Sites** with an Approved Budget for the Contract (ABC) of Nine Hundred Forty Five Thousand pesos only (**Php 945,000.00**).

Delivery Period: Ninety (90) Calendar 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 and submitted to the BAC Office, DepEd Division of Batangas **not later than September 15, 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

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


JOFIT P. DAYOC, CESE
BAC Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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Website: www.depedbatangas.com

Doc. Ref. Code	SDO-OSDS-F124	Rev	00
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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:

Annex "A"

PR No. 2025-09-0131 – Procurement of Survey Services for 21 School Sites					
Unit	Item Description	Quantity	Unit Co	Total Co	Statement of Compliance
per school	Land Survey Services for 21 School Sites Pook ni Banal Elementary School Kaingin Elementary School Maabud Elementary School Sinala Elementary School Subic Elementary School Agoncillo Central School San Agustin Integrated School Sabang Elementary School Mabalor-Catandala Integrated School Salao East Elementary School Lumbangan Elementary School Laiya Elementary School Paaralang Elementarya Ng Pulangbato Payapa Elementary School San Pedro I Elementary School Sta. Elena Elementary School San Pedro National High School Gonzales Elementary School Talaga Elementary School Natalia Velasquez Ramos Memorial Integrated School Pedro S. Tolentino Memorial National High School	21			
Total Cost:					

FINANCIAL OFFER

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

<p align="center">PR No. 2025-09-0131 – Procurement of Survey Services for 21 School Sites <i>Approved Budget for the Contract in the amount of</i> Nine Hundred Forty Five Thousand pesos only (Php 945,000.00).</p>	
<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 **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.



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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:	

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which include:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]



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TERMS OF REFERENCE

1) PROJECT TITLE

Procurement of Survey Services for 21 School Sites.

2) SCOPE OF THE PROJECT

The procurement covers the provision of geodetic services for the ground survey of various school sites as follows:

No	School ID	Name of School	Location	Amount
1	107680	Pook ni Banal Elementary School	San Pascual	45,000.00
2	107673	Kaingin Elementary School	San Pascual	45,000.00
3	107664	Maabud Elementary School	San Nicolas	45,000.00
4	342195	Sinala Elementary School	Bauan West	45,000.00
5	107213	Subic Elementary School	Agoncillo	45,000.00
6	107202	Agoncillo Central School	Agoncillo	45,000.00
7	501013	San Agustin Integrated School	Ibaan	45,000.00
8	107362	Sabang Elementary School	Ibaan	45,000.00
9	501016	Mabalor-Catandala Integrated School	Ibaan	45,000.00
10	107573	Salao East Elementary School	Rosario East	45,000.00
11	107553	Lumbangan Elementary School	Rosario West	45,000.00
12	107601	Laiya Elementary School	San Juan East	45,000.00
13	107627	Paaralang Elementary Ng Pulangbato	San Juan West	45,000.00
14	107473	Payapa Elementary School	Malvar	45,000.00
15	163514	San Pedro I Elementary School	Malvar	45,000.00
16	107717	Sta. Elena Elementary School	SDO Sto Tomas City	45,000.00
17	301143	San Pedro National High School	SDO Sto Tomas City	45,000.00
18	107758	Gonzales Elementary School	SDO Tanauan City	45,000.00
19	107758	Talaga Elementary School	SDO Tanauan City	45,000.00
20	308201	Natalia Velasquez Ramos Memorial Integrated School	SDO Batangas City	45,000.00
21	301475	Pedro S. Tolentino Memorial National High School	SDO Batangas City	45,000.00

3) DETAILED SPECIFICATIONS OF THE SERVICES TO BE PROCURED:

- Research and Verification of existing official records at appropriate government agencies.
- Perform ground survey.
- Preparation of the survey.
- Preparation of the Survey Plan in official Bureau of Lands form, complete with survey returns duly certified by a Geodetic Engineer for submission to the proper government agency for Land Title Reconstitution purposes.



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4) BIDDER'S QUALIFICATIONS/MANPOWER REQUIREMENTS

- a. Must be registered with the Philippine Government Electronic Procurement System (PHIGELPS) and as such should submit PHILGEPS registration.
- b. Must have a duly licensed Geodetic Engineer with licensed surveyor under his employ, and as such should submit copy of license.

5) SUPPORT SERVICE REQUIREMENTS

- a. The service provider must assign a dedicated Project Manager/Point Person who will handle/facilitate the requested geodetic services.
- b. Contact details of this Project Manager/Point Person must be given to BAC Secretariat upon award of the contract.

6) WARRANTY AND AFTER-SALES SERVICE REQUIREMENTS

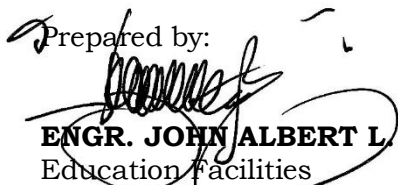
Not applicable in this project

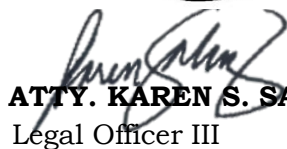
7) DRAWINGS/PLANS AND OTHER NECESSARY INFORMATION

- a. Signed Survey Plan and Technical Description from the concerned agency for Title Reconstitution Purposes.

8) SCHEDULE, DELIVERABLES AND PLACE OF DELIVERY

- a. The works shall be completed within ninety (90) calendar days from receipt of approved Contract and Notice To Proceed.
- b. The Service Provider shall submit the following documents after completion of the project to the BAC Secretariat:
 - i) Approved Relocation Survey;
 - ii) lot data computation; and
 - iii) approved technical description

Prepared by:

ENGR. JOHN ALBERT L. TIQUIS
Education Facilities


ATTY. KAREN S. SALIMO
Legal Officer III