



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

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 13 October 2025

PR No. 2025-10-0152

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. 2025-10-0152 – Procurement of materials, supplies and equipment for learners with disabilities at the Inclusive Learning Resource Center (ILRC) situated at padre Imo Luna Memorial Elementary School (PILMES) San Jose, Batangas** with an Approved Budget for the Contract (ABC) of Seven Hundred Twenty Nine Thousand Five Hundred Five pesos only (**Php 729,505.00**).

Delivery Period: Twenty (20) 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 October 17, 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


JOFF P. DAYOC, CESE
BAC Chairperson

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. 2025-10-0152 – Procurement of materials, supplies and equipment for learners with disabilities at the Inclusive Learning Resource Center (ILRC) situated at padre Imo Luna Memorial Elementary School (PILMES) San Jose, Batangas						
Unit	Item Description	Quantity	Brand Offered	Unit Cost	Total Cost	Statement of Compliance
pc	MINI PC Minimum Specification: Operating System: Windows 11 Pro Processor: Core I5 12th Gen Random Access Memory(RAM): at least 16gb Storage: 500 gb SSD Ports: Ethernet LAN, HDMI, USB 2.0, USB 3.0, USB Type-C Peripheral devices: Wireless Keyboard and mouse	4				
pc	Smart TV Minimum Specification: Type: Android TV/Google TV/WebOS Screen Size: 53 inches Resolution: 4k	8				
pc	Laptop Minimum Specification: Intel Core i5 14" (1920 x 1080) LED 13th generation processor 2x8GB DDR4 on board 512GB M.2 NVMe SSD Windows 11	2				
pc	Tablet Minimum Specification: 10 inches, android 13 operating system, 8 Gb RAM, Octa-Core CPU - Qualcomm Snapdragon 695 chipset or equivalent, 8 MP main camera, with cellular connectivity	2				
ream	Bond Paper Minimum Specification: Short, 70 gsm	15				
ream	Bond Paper Minimum Specification: A4, 70 gsm	30				
ream	Bond Paper Minimum Specification: Long, 70 gsm	15				
pc	Story books Minimum Specification: A3 size, English or Tagalog	100				
pc	Story books Minimum Specification: English or Tagalog, Small	100				
pack	Sticker paper Minimum Specification: matte, A4, pack of 10	30				



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set	Dishwashing Liquid Kit Minimum Specification: Calamansi or Lemon Scent, 8L yield	15				
pc	Clear book Minimum Specification: Long	30				
pc	Envelope Minimum specification: Short, brown paper	100				
pc	Envelope Minimum specification: Long, brown paper	100				
pc	Folder Minimum Specification: Short	50				
pc	Folder Minimum Specification: Long	50				
pc	Expandable folder Minimum Specification: paper, legal	50				
ream	Colored papers Minimum Specification: Legal	10				
pack	Toilet Paper Rolls Minimum Specification: 2 ply	10				
pack	Detergent powder Minimum Specification: 1kg	10				
bar	Detergent bar soap Minimum Specification: 360g Long Bar	10				
gallon	Ethyl Alcohol Minimum Specification: 70%	10				
pack	Bath Soap Minimum Specification: 55g	30				
bottle	Multi-purpose Bleach for Home and Laundry Minimum Specification: 1000mL	10				
bottle	Oxygen Bleach for Colored Fabrics Minimum Specification: Blossom Fresh, 900mL	10				
pc	Kitchen Apron	10				
pc	Bed Pillow Minimum Specification: Plain white	6				



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pc	Bed Sheets Minimum Specification: Cotton, queen size	5				
pc	Pail Minimum Specification: plastic, Any Color, minimum of 12 Liters	10				
pc	Dipper Minimum Specification: Plastic, min. 500ml capacity	10				
pc	Dish rack Minimum Specification: Plastic with cover and drainer	2				
pc	Multi-purpose Sponge	5				
pc	Mirror glass Minimum Specification: whole body rectangular	2				
pc	Hair razor for cutting and styling	3				
pc	Nail clipper	8				
pc	Nail File Minimum Specification: Transparent, plastic	10				
dozen	Clothes hangers Minimum Specification: Plastic	5				
pc	Stand Fan Minimum Specification: 18", metal blade	10				
pc	Toothpaste Minimum Specification:with flouride, Tube type, min. 120g	11				
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>PR No. 2025-10-0152 – Procurement of materials, supplies and equipment for learners with disabilities at the Inclusive Learning Resource Center (ILRC) situated at padre Imo Luna Memorial Elementary School (PILMES) San Jose, Batangas</p> <p><i>Approved Budget for the Contract in the amount of</i> Seven Hundred Twenty Nine Thousand Five Hundred Five pesos only (Php 729,505.00).</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.



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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:	

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]