



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

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 27 November 2025
PR No. 2025-11-0197

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. 2025-11-0197 – Supply and Delivery of common-use supplies for Division Office use** with an Approved Budget for the Contract (ABC) of Seven Hundred Sixty Two Thousand Forty Five pesos only (**Php 762,045.00**).

Delivery Period: Sixty (60) 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 December 2, 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

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. 2025-11-0197 – Supply and Delivery of common-use supplies for Division Office use					
Unit	Item Description	Quantity	Unit Cost	Total Cost	Statement of Compliance
	OFFICE SUPPLIES				
PACK	ANTI SLIP FINGER COTS, MEDIUM	25			
PCS	ARCH FILE BINDER, LEGAL, BLACK	50			
PCS	BANDAGE PROTECT FINGER TAPE	20			
PCS	CALCULATOR, COMPACT, ELECTRONIC, 12 DIGITS CAP	15			
PCS	CORRECTION TAPE	200			
PCS	CUTTER BLADE	10			
PCS	CUTTER KNIFE	20			
PCS	ENVELOPE, A4, BROWN	1,000			
PCS	ENVELOPE, EXPANDING KRAFTBOARD, LEGAL	500			
PCS	ENVELOPE, LEGAL, BROWN	1,000			
PCS	ERASER, PLASTIC OR RUBBER	70			
BOX	FASTENER, PLASTIC, LONG, 70MM MINIMUM	100			
BOX	FASTENER, PLASTIC, SHORT, 70MM MINIMUM	100			
PCS	FOLDER, A4	1,500			
PCS	FOLDER, LEGAL	1,500			
BOTTLE	GLUE, ALL PURPOSE, 200G MINIMUM	50			
BOTTLE	INK, BROTHER BT5000M, MAGENTA	50			



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BOTTLE	INK, BROTHER BT5000C, CYAN	50			
BOTTLE	INK, BROTHER BT5000Y, YELLOW	50			
BOTTLE	INK, BROTHER BTD60BK, BLACK	50			
BOTTLE	INK, EPSON, 001, BLACK	5			
BOTTLE	INK, EPSON, 001, CYAN	5			
BOTTLE	INK, EPSON, 001, MAGENTA	5			
BOTTLE	INK, EPSON, 001, YELLOW	5			
BOTTLE	INK, EPSON, 003, BLACK	50			
BOTTLE	INK, EPSON, 003, CYAN	50			
BOTTLE	INK, EPSON, 003, MAGENTA	50			
BOTTLE	INK, EPSON, 003, YELLOW	50			
BOTTLE	INK, EPSON, 664, BLACK	50			
BOTTLE	INK, EPSON, 664, CYAN	50			
BOTTLE	INK, EPSON, 664, MAGENTA	50			
BOTTLE	INK, EPSON, 664, YELLOW	50			
BOTTLE	INK, STAMP PAD, BLACK	10			
BOTTLE	INK, STAMP PAD, BLUE	20			
BOTTLE	INK, STAMP PAD, PURPLE	10			



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PCS	LIGHT DUTY BOX, LEGAL	500			
PCS	MAGAZINE FILE BOX, NAVY BLUE	20			
SET	MARKER, HIGHLIGHTER, SET	100			
PCS	MOUSE PAD	30			
PAD	NOTE PAD, STICKY, 2X3 INCH	150			
PAD	NOTE PAD, STICKY, 3X3 INCH	150			
PAD	NOTE PAD, STICKY, 3X4 INCH	150			
PACK	PAGE MARKER, MADE OF PLASTIC	200			
BOX	PAPER CLIP, VINYL COATED, 33MM	100			
BOX	PAPER CLIP, VINYL COATED, 50MM	100			
REAM	PAPER COPY, SHORT, 80GSM	30			
PACK	PAPER, PHOTO, GLOSSY, A4, 20PCS/PACK	200			
PACK	PAPER, SPECIALTY, A4, 90GSM, CREAM, 10SHEETS/PACK	100			
PACK	PAPER, STICKER, GLOSSY, A4, 10PCS/PACK	100			
PCS	PEN, BALLPOINT, BLACK	150			
PCS	PEN, BALLPOINT, BLUE	150			
PCS	PEN, SIGN, ENERGEL, 0.7, RETRACTABLE, BLUE	100			



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PCS	PEN, SIGN, 1.0, BLACK	100			
PCS	PEN, SIGN, 1.0, BLUE	100			
BOX	PENCIL LEAD WITH ERASER #2	60			
BOX	PUSH PIN	10			
BOX	RUBBER BAND, 70MM MIN LAY FLAT LENGTH (#18)	30			
PCS	RULER, PLASTIC, 12 INCH	20			
PCS	SHARPENER, SMALL	30			
PCS	STAMP PAD, NO COLOR	20			
PCS	STAPLER NO. 35	50			
PCS	TAPE DISPENSER, 24MM	20			
ROLL	TAPE, DOUBLE SIDED, 24MM	100			
ROLL	TAPE, MASKING, 48MM	50			
ROLL	TAPE, TRANSPARENT, 24MM	100			
ROLL	TAPE, TRANSPARENT, 48MM	50			
BOTTLE	TRODAT INK, BLACK, 28ML MINIMUM	10			
BOTTLE	TRODAT INK, PURPLE, 28ML MINIMUM	10			
PACK	VELLUM BOARD, A4, 200GSM, 10PCS/PACK	100			
PCS	SELF-INKING STAMP, E-SIGN (SDS,ASDS)	5			
PCS	DATER STAMP SELF-INKING	10			
BOTTLE	SHINY STAMP INK, BLACK, 28ML MINIMUM	15			



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BOTTLE	SHINY STAMP INK, BLUE, 28ML MINIMUM	15			
	OTHER SUPPLIES				
PCS	AIR FRESHENER, GEL, SCENTED, 165-200G	50			
CAN	AIR FRESHENER, REFILL, 269ML MINIMUM (SPRAY)	30			
PACK	BATTERY, AA, 2PCS/PACK	100			
PACK	BATTERY, AAA, 2PCS/PACK	100			
BOTTLE	BLEACH, 1000ML	50			
PCS	BROOM, TAMBO	20			
PCS	BROOM, TING-TING	50			
PCS	CAR WIPE CLOTH, MICROFIBER	20			
PCS	DETERGENT, POWDER, ALL PURPOSE, 500G MINIMUM	100			
SACHET	DISHWASHING LIQUID 40ML/SACHET MINIMUM	500			
PCS	EXTENSION CORD, 3 SOCKETS (10METERS) MINIMUM	15			
PCS	FLOURESCENT LIGHING FIXTURE, 18WATTS	25			
BOTTLE	GLASS CLEANER, 500ML MINIMUM	80			
BOTTLE	HANDSOAP, LIQUID, 250ML MINIMUM	50			
PCS	HAND TOWEL	30			
BOTTLE	LIQUID SOSA, 500ML, MINIMUM	50			
PCS	MAT, FLOOR, NON-SLIP RUBBER	50			



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PCS	MOP, TORNADO, HEAVY DUTY	10			
BOTTLE	MURIATIC ACID, 1000ML MINIMUM	50			
PCS	PLUG, ELECTRICAL, MALE, SWING TYPE	10			
ROLL	ROPE, NYLON, SIZE 5	30			
PCS	SACK, FEEDS	1,500			
PCS	SACK, RICE	500			
PCS	SCOURING PAD, WITH SPONGE	50			
BOX	TISSUE, BOX, PULL OUT	50			
BOTTLE	TOILET, BOWL CLEANER, 500ML MINIMUM	60			
PCS	TOILET, BOWL PLUNGER	10			
PCS	TOILET, BRUSH	20			
PCS	TOILET, DEODORANT CAKE, DEODIZER	80			
PCS	TOILET, GLOVES, RUBBER/LATEX, FREE SIZE	50			
PACK	TRASH BAG, PLASTIC, XXL, 10PCS/PACK	250			
PACK	TRASH BAG, PLASTIC, SMALL, 10PCS/PACK	250			
PAIR	RUBBER BOOTS, FREE SIZE	10			
PCS	ANTI-SLIP RUBBER GLOVES, MEDIUM	30			
	ICT EQUIPMENT				
PCS	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	5			
PCS	KEY PAD, NUMERIC	20			



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PCS	KEYBOARD, A4 TECH	20			
PCS	MOUSE, OPTICAL, USB CONNECTION TYPE, 400 DPI	20			
PCS	MOUSE, WIRELESS	20			
PCS	USB HUB (MINIMUM OF 3 PORTS)	15			
Total Cost:					



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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.

PR No. 2025-11-0197 – Supply and Delivery of common-use supplies for Division Office use <i>Approved Budget for the Contract in the amount of</i> Seven Hundred Sixty Two Thousand Forty Five pesos only (Php 762,045.00).	
<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:

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.



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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:	

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]