



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

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 2 February 2026
PR No. 2026-01-0005

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: **PR No. 2026-01-0005 – Supply and Delivery of Common-Use Supplies for Division Office Use** with an Approved Budget for the Contract (ABC) of One Million Five Hundred Ninety Four Thousand Five Hundred Ten pesos only (**Php 1,594,510.00**).

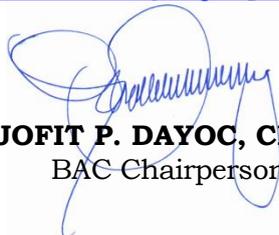
Delivery Period: Twenty (20) Calendar Days

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 February 6, 2026 at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation:

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

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:

Annex "A"

PR No. 2026-01-0005 – Supply and Delivery of Common-Use Supplies for Division Office Use						
Unit	Item Description	Quantity	Brand Offered	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				
TUBE	CUTTER BLADE, LARGE	10				
PCS	CUTTER KNIFE, LARGE	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				



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PCS	FOLDER, LEGAL	1,500				
BOTTLE	GLUE, ALL PURPOSE, 200G MINIMUM	50				
BOTTLE	INK, BROTHER BT5000M, MAGENTA	50				
BOTTLE	INK, BROTHER BT5000C, CYAN	50				
BOTTLE	INK, BROTHER BT5000Y, YELLOW	50				
BOTTLE	INK, BROTHER BTD60BK, BLACK	50				
CART	INK, BROTHER LC-462XL, CARTRIDGE, BLACK	50				
CART	INK, BROTHER LC-462XL, CARTRIDGE, CYAN	50				
CART	INK, BROTHER LC-462XL, CARTRIDGE, MAGENTA	50				
CART	INK, BROTHER LC-462XL, CARTRIDGE, YELLOW	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				
PCS	LIGHT DUTY BOX, LEGAL	500				
PCS	MAGAZINE FILE BOX, NAVY BLUE	20				
SET	MARKER, HIGHLIGHTER, SET	100				



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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 MINIMUM, 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				
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, 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				



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BOTTLE	TRODAT INK, BLACK, 20ML MINIMUM	10				
BOTTLE	TRODAT INK, PURPLE, 20ML MINIMUM	10				
PACK	VELLUM BOARD, A4, 200GSM MINIMUM, 10PCS/PACK	100				
PCS	SELF-INKING STAMP, E-SIGN (SDS,ASDS)	5				
PCS	DATER STAMP SELF-INKING	10				
BOTTLE	SHINY STAMP INK, BLACK, 20ML MINIMUM	15				
BOTTLE	SHINY STAMP INK, BLUE, 20ML MINIMUM	15				
BOX	CONTINUOUS FORM, 1 PLY, 280 X 241MM	500				
REAM	PAPER SPECIALTY, LEGAL, 90GSM, PINK, 500SHEET/REAM	50				
REAM	PAPER SPECIALTY, LEGAL, 90GSM, YELLOW, 500SHEET/REAM	50				
REAM	PAPER SPECIALTY, LEGAL, 90GSM, GREEN, 500SHEET/REAM	50				
REAM	PAPER SPECIALTY, LEGAL, 90GSM, WHITE, 500SHEET/REAM	50				
	OTHER SUPPLIES					
PCS	AIR FRESHENER, GEL, SCENTED, 165-200G	50				
CAN	AIR FRESHENER, REFILL, 250ML MINIMUM (SPRAY)	30				
PACK	BATTERY, AA, 2PCS/PACK	100				
PACK	BATTERY, AAA, 2PCS/PACK	100				
BOTTLE	BLEACH, 1000ML	50				
PCS	BROOM, TAMBO, THICK	20				
PCS	BROOM, TING-TING, THICK	50				
PCS	CAR WIPE CLOTH, MICROFIBER	20				
PCS	DETERGENT, POWDER, ALL PURPOSE, 500G MINIMUM	100				
SACHET	DISHWASHING LIQUID, 40ML/SACHET MINIMUM	500				



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PCS	EXTENSION CORD, 3 SOCKETS (10METERS) MINIMUM	15				
PCS	FLOURESCENT LIGTHING 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				
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, WHITE COLOR	1,500				
PCS	SACK, RICE, WHITE COLOR	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, 42-44 SIZE	10				
PCS	ANTI-SLIP RUBBER GLOVES, MEDIUM	30				
	ICT EQUIPMENT					



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PCS	EXTERNAL HARD DRIVE, 1TB, HDD, USB 3.0	5				
PCS	KEY PAD, NUMERIC	20				
PCS	KEYBOARD, A4 TECH	20				
PCS	MOUSE, OPTICAL, USB CONNECTION TYPE, 1000 DPI MINIMUM	20				
PCS	MOUSE, WIRELESS	20				
PCS	USB HUB (MINIMUM OF 3 PORTS)	15				
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.

PR No. 2026-01-0005 – Supply and Delivery of common-use supplies for Division Office use	
<i>Approved Budget for the Contract in the amount of One Million Five Hundred Ninety Four Thousand Five Hundred Ten pesos only (Php 1,594,510.00).</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:



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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:	

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]**[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
 - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) *Carefully examine all of the Bidding Documents;*
 - b) *Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;*
 - c) *Made an estimate of the facilities available and needed for the contract to be bid, if any; and*
 - d) *Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].*
10. *[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.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.