



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

REQUEST FOR QUOTATION

Date : March 11, 2026
 PR No.: 2026-03-0020

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 50 (Direct Contracting) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **P.R. No. 2026-03-0020- Funds for Diagnosing “CHECK ENGINE Lights On” Panel Aircon Maintenance and Replacement of Battery’s Positive Terminal Clamp for Mitsubishi Strada GLS 2.4D Pick-up 2020, with Plate No. SCA 7933** with an Approved Budget for the Contract (ABC) of **Twenty-Six Thousand Five Hundred Sixty And 76/100 pesos (Php 26,560.76)**.

Delivery Period: Seven (7) 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 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 submitted to BAC Office, DepEd Division of Batangas **not later than March 19, 2026 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 (for ABC of 500k and above)

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 (align with the requirements to the project being procured) and notarized Omnibus Sworn Statement** shall be required from the winning bidder prior to issuance of notice of award.

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

LOU C. PANALIGAN
 Administrative Officer V



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

Doc. Ref. Code	SDO-OSDS-F124	Rev	00
Effectivity	03.10.25	Page	1 of 5



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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.



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After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Annex "A"

P.R. No. 2026-03-0020– Funds for Diagnosing “CHECK ENGINE Lights On” Panel Aircon Maintenance and Replacement of Battery’s Positive Terminal Clamp for Mitsubishi Strada GLS 2.4D Pick-up 2020, with Plate No. SCA 7933

Important Note: State “Comply” in the column “Statement of Compliance” against each of the individual parameters of each “Specifications”.

Description/Technical Specifications	Unit	Quantity	Statement of Compliance
Diagnosing “check engine lights on” panel	Lot	2.50	
Aircon maintenance Pull down dashboard Perform Aircon Cleaning Replace Positive Terminal Clamp	Lot	9.50	
VALVE,A/C EXPANSION	Pc	1.000	
O-RING,A/C PIPING	Pc	3.000	
SW,A/C REFRIGERANT PRESS	Pc	1.000	
O-RING,A/C PIPING	Pc	3.000	
O-RING,A/C PIPING	Pc	3.000	
O-RING,A/C PIPING	Pc	3.000	
TERMINAL,BATTERY	Pc	1.000	
Miscellaneous	Pc	1.000	
Freon Tank	Pc	3.000	

Important Notes:

1. The passing rate on the reasonableness of rental rates for the Lease of Venue is set at 85%;
2. The Proponent will coordinate the venue if there is a change of event date;
3. Payment will be on Send Bill Arrangement; thus, no down payment will be made;
4. The price quotation shall be inclusive of all costs and applicable taxes;
5. Suppliers shall quote the lowest price on the items/ services listed and submit filled out quotation duly signed by the owner of the company, or its authorized representative supported by a notarized SPA for sole proprietorship or Secretary’s Certificate for partnership or corporation;



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Effectivity	03.10.25	Page	3 of 5



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 SCHOOLS DIVISION OF BATANGAS

FINANCIAL OFFER

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

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*Approved Budget for the Contract in the amount of
**Twenty-Six Thousand Five Hundred Sixty And 76/100 pesos
 (Php 26560.76)***

<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 a period of **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 which complies with the minimum technical specifications and other terms and conditions stated herein.



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Doc. Ref. Code	SDO-OSDS-F124	Rev	00
Effectivity	03.10.25	Page	4 of 5



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SCHOOLS DIVISION OF BATANGAS

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 specification.
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:	