



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

**BIDS AND AWARDS COMMITTEE**  
**REQUEST FOR QUOTATION**

Date : 21 April 2026  
 PR No.: 2026-04-0034

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.: 2026-04-0034 Supplies for the conduct of SY 2025-2026 School-Based Feeding Program Implementation Review on May 5-6, 2026** with an Approved Budget for the Contract (ABC) of One Hundred Ninety Three Thousand Seven Hundred Fifty Pesos only (**Php 193,750.00**).

Delivery Period: Two (2) 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 [sdobatangas.health@deped.gov.ph](mailto:sdobatangas.health@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 22 April 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)
5. Omnibus Sworn Statement (template attached hereto as Annex "B")
6. BIR- 2303

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 [sdobatangas.health@deped.gov.ph](mailto:sdobatangas.health@deped.gov.ph)

  
**MARIO B. MARAMOT, PhD**  
 SGOD Chief



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
**Telephone:** (043)722-1840 / 722-1796  
**Email Address:** [deped.batangas@deped.gov.ph](mailto:deped.batangas@deped.gov.ph)  
**Website:** [www.depedbatangas.com](http://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.



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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"

**PR No.: 2026-04-0034 Supplies for the conduct of SY 2025-2026 School-Based Feeding Program Implementation Review on May 5-6, 2026** with an Approved Budget for the Contract (ABC) of One Hundred Ninety Three Thousand Seven Hundred Fifty Pesos only (**Php 193,750.00**).

Unit	Item Description	Quantity	Brand Offered	Unit Cost	Total Cost	Statement of Compliance
Pcs	<b>Advocacy Jacket</b> Minimum Specifications: Corporate jacket with collar; Black in color with cotton lining and zipper in front, with SBFP Logo embroidered – see attached layout XS – 3 S – 33 M – 56 L – 56 XL – 28 2XL – 8 3XL – 2 4XL – 1	187				
bottle	Epson Ink 003 Black	1				
bottle	Epson Ink 003 Magenta	1				
bottle	Epson Ink 003 Cyan	1				
bottle	Epson Ink 003 Yellow	1				
ream	A4 Bond paper 80 gsm	5				
Pcs	Pen, Ballpoint, Black	30				
Pc	Stapler	2				
Ream	Specialty Paper, 90 gsm, Cream color, 8.5" x 11"	1				
Box	Envelope, Expanding Kraft Legal	1				
<b>Total Cost:</b>						



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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.

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<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



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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:	



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