



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

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date : 11 May 2026
 PR No.: 2026-04-0039

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.: 2026-04-0039 Supplies for the conduct of Food Safety Training for All Food Handlers on July 7-9, 2026** with an Approved Budget for the Contract (ABC) of One Hundred Ninety Three Thousand Seven Hundred Fifty Pesos only (**Php 35,250.00**).

Delivery Period: Five (5) 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 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 14 May 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


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

Website:www.depedbatangas.com

Doc. Ref. Code	SDO-OSDS-F124	Rev	00
Effectivity	03.18.26	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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Effectivity	03.18.26	Page	2 of 5



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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.: 2026-04-0039 Supplies for the conduct of Food Safety Training for All Food Handlers on July 7-9, 2026 with an Approved Budget for the Contract (ABC) of Thirty Five Thousand Two Hundred Fifty Pesos only (Php 35,250.00).

Unit	Item Description	Quantity	Brand Offered	Unit Cost	Total Cost	Statement of Compliance
bottle	Epson Ink 003 Black	3				
bottle	Epson Ink 003 Magenta	3				
bottle	Epson Ink 003 Cyan	3				
bottle	Epson Ink 003 Yellow	3				
Ream	A4 Bond paper 80 gsm	15				
Pcs	Pen, Ballpoint, Black	1,350				
Ream	Specialty Paper, 90 gsm, Cream color, 8.5" x 11"	3				
Pc	Certificate Holder, A4	10				
Pack	Colored Paper, Legal, 250 sheets, 80 gsm	3				
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.

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<i>Your Total Offered Quotation in Words</i>	<i>In figures</i>



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Effectivity	03.18.26	Page	3 of 5



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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.
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,



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Doc. Ref. Code	SDO-OSDS-F124	Rev	00
Effectivity	03.18.26	Page	4 of 5



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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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Doc. Ref. Code	SDO-OSDS-F124	Rev	00
Effectivity	03.18.26	Page	5 of 5