



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

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 21 July 2026
PR No. 2026-07-0054

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. 2026-07-0054 – Supply and Delivery of Supplies and Materials to be used for the conduct of STRENGTHENING INCLUSIVE EDUCATION: BUILDING RESPONSIVE LEARNING COMMUNITIES on September 3-4, 10-11,17-18, 2026** with an Approved Budget for the Contract (ABC) of Two Hundred Twenty One Thousand Six Hundred Thirty Eight pesos only (**Php 221,638.00**).

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 July 27, 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

By the authority of the
BAC Chairperson



RHINA O. ILAGAN, CESE
BAC Vice-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

Doc. Ref. Code	SDO-OSDS-F124	Rev	00
Effectivity	04.15.26	Page	1 of 6



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

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. 2026-07-0054 – Supply and Delivery of Supplies and Materials to be used for the conduct of STRENGTHENING INCLUSIVE EDUCATION: BUILDING RESPONSIVE LEARNING COMMUNITIES on September 3-4, 10-11,17-18, 2026						
Unit	Item Description	Quantity	Brand Offered	Unit Cost	Total Cost	Statement of Compliance
Pack	A4 Assorted Colored Paper minimum 250 pcs per pack	10				
Pc	Pencil #2	750				
Pc	Pencil #1	100				
Ream	A4 Bond paper 80 gsm	20				
box	Specialty paper Light Yellow 90GSM Short minimum 500 sheets	5				
Pc	Correction Tape minimum 5mmx8m	50				
Pc	Paper Cutter Board	1				
Pc	Black Permanent Marker (bullet type)	50				
Pc	White Board Marker	48				
Pc	Stapler No. 35	10				



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

Pc	Long arm Stapler	2				
Box	Staple Wire No. 35	30				
Pc	Black Ballpen	750				
Pc	Sign Pen black, minimum 0.5mm	100				
Bottle	Glue white,130g minimum	10				
Pc	Certificate Holder short size (any color)	100				
Pc	Heavy Duty Sharpener	2				
Pc	Illustration board size 1/2	20				
Pack	Sticker paper A4 size minimum 50 sheets per pack	20				
Pack	Photo Paper A4 size minimum 50 sheets per pack	20				
Pc	Ring Binder Machine	1				
Pc	ID holder and Lace	315				
Pc	multi-purpose scissors 7.5cm minimum	50				
Pc	Notebook minimum 70 leaves	750				
Pc	Manila paper	102				
Pc	"Polo shirt with customized print See attached design, list and sizes"	50				
Pc	A3/A4 Laminator Machine	1				
Pack	Laminating film A4/Long/Short Size minimum 100 sheets	2				



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

	per pack					
Pc	Plastic Ring Binder 8mm	10				
Pc	Plastic Ring Binder 10mm	10				
Pc	Plastic Ring Binder 14mm	10				
Pc	Plastic Ring Binder 32mm	10				
Pc	Plastic Ring Binder 38mm	11				
Pc	Plastic Ring Binder 45 mm	10				
Pc	White folder (legal)	100				
bottle	Epson 003 Ink (Black)	10				
bottle	Epson 003 Ink (Cyan)	10				
bottle	Epson 003 Ink (Magenta)	10				
bottle	Epson 003 Ink (Yellow)	10				
Total Cost:						



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

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. 2026-07-0054 – Supply and Delivery of Supplies and Materials to be used for the conduct of STRENGTHENING INCLUSIVE EDUCATION: BUILDING RESPONSIVE LEARNING COMMUNITIES on September 3-4, 10-11,17-18, 2026

Approved Budget for the Contract in the amount of
Two Hundred Twenty One Thousand Six Hundred Thirty Eight pesos only (Php 221,638.00).

<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.



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

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:	



No.	Full Name	Size	Sex
1	Marites A. Ibañez, CESO V	Large	Female
2	Rhina O Ilagan, CESE	Small	Female
3	Jofit P. Dayoc, CESE	Large	Male
4	David M. Nuay, PhD	Small	Male
5	Mario B. Maramot	Medium	Male
6	Mercy R. Villanueva	Small	Female
7	Movita O. Cruzat	Medium	Female
8	Vicky De Torres	Medium	Female
9	Irene Nakpil	XS	Female
10	Jennifer Cabello	Large	Female
11	Imelda C. Tapero	Large	Female
12	Marilyn Marasigan	Medium	Female
13	Nida Ilagan	Small	Female
14	Evangeline De Ocampo	Small	Female
15	Monette Genil	XL	Female
16	Saeryl Mueco	Medium	Female
17	Maribeth Pesigan	XS	Female
18	Alvin De Ocampo	Large	Male
19	Louella Olboc	Large	Female
20	Myla Gonzalvo	Large	Female
21	Mark Angelo Magtibay	2XL	Male
22	Lea Magayanes	XS	Female
23	Erron De Torres	Medium	Male
24	James Alfred Ellar	Large	Male
25	Jimmy Morillo	Medium	Male
26	Macaria Carina Carandang	Medium	Female
27	Emerson Dalangin	4xl	Male
28	Maria Leticia Jose Basilan	Medium	Female
29	Elizabeth Tolentino	Small	Female
30	Loreta Ilao	2 xl	Female
31	Rosalinda Mendoza	Medium	Female
32	Aris Dimaano	2XL	Male
33	Lou Panaligan	Large	Male
34	Eden Alon	Medium	Female
35	Layne Ortega	XS	Female
36	Joemar Perez	Medium	Male
37	Irene Grace Gonzales	Small	Female
38	Bella Flores	Medium	Female
39	Andrea Cleofe	Small	Female
40	Elizalde Piol	2XL	Male
41	John Albert Tiquis	XL	Male
42	Zharina Bea Pascual	Small	Female
43	Jacquilyn A. Lagaya	Large	Female
44	Aleli Velasquez	Small	Female
45	Benilda A. Ativo	Small	Female
46	Michaela Limbo	Small	Female
47	Louie Alvarez	Large	Male
48	Niña Dimaculangan	Medium	Female
49	Jelyn Jonson	Large	Female
50	Irelyn Dueñas	XL	Female

Summary of Sizes	Quantity
XS	4
Small	12
Medium	14
Large	12
XL	3
2 XL	4
4 XL	1
Total	50

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 _____.