



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

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 2 September 2026
PR No. 2026-08-0081

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. 2026-08-0081 – Supply and Delivery of common-use supplies for Division Office use** with an Approved Budget for the Contract (ABC) of One Million Nine Hundred Sixteen Thousand Seventy Six Pesos and 91/100 only (**Php 1,916,076.91**).

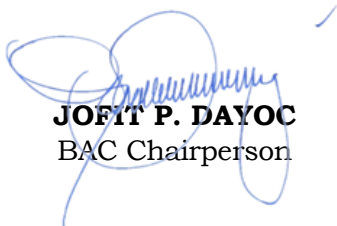
Delivery Period: Thirty (30) Calendar Days

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 September 7, 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. DTI/SEC Certificate
3. PhilGEPS Registration
4. Valid Tax Clearance
5. Latest Income/Business Tax Return
6. Notarized Omnibus Sworn Statement
7. BIR- 2303

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


JOFIT P. DAYOC
BAC Chairperson



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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. 2026-08-0081 – 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	50				
PCS	ARCH FILE BINDER, LEGAL, BLACK (landscape)	100				
ROLL	BANDAGE PROT FINGER TAPE	50				
BOX	CLIP, BACKFOLD, ALL METAL, 19MM (3/4")	100				
BOX	CLIP, BACKFOLD, ALL METAL, 25MM (1")	100				
BOX	CLIP, BACKFOLD, ALL METAL, 32MM (1 1/4")	100				
BOX	CLIP, BACKFOLD, ALL METAL, 50MM, (2")	50				
BOX	CONTINUOUS PAPER 2 PLY, 11X14 INCHES	10				



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PCS	CORRECTION TAPE	200				
TUBE	CUTTER BLADE, MEDIUM (10pcs/tube minimum)	10				
PCS	CUTTER KNIFE (medium)	20				
PCS	DATER STAMP SELF-INKING (MM/DD/YYYY)	20				
BOX	FASTENER, PLASTIC	100				
PCS	FOLDER, PRESSBOARD, EXPANDING FILE, LEGAL	200				
BOTTLE	GLUE, ALL PURPOSE (220g minimum)	50				
BOTTLE	INK BROTHER BT5000C, CYAN (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	50				
BOTTLE	INK BROTHER BT5000M, MAGENTA (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	50				
BOTTLE	INK BROTHER BT5000Y, YELLOW (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	50				
BOTTLE	INK BROTHER BTD60BK, BLACK (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	100				
CART	INK, BROTHER	100				



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	LC-462XL, CARTRIDGE, BLACK (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)					
CART	INK, BROTHER LC-462XL, CARTRIDGE, CYAN (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	50				
CART	INK, BROTHER LC-462XL, CARTRIDGE, MAGENTA (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	50				
CART	INK, BROTHER LC-462XL, CARTRIDGE, YELLOW (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	50				
PCS	INK, DEVELOP TONER, TN118	7				
BOTTLE	INK, EPSON, 003, BLACK (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	100				
BOTTLE	INK, EPSON, 003, CYAN (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	50				



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BOTTLE	INK, EPSON, 664, BLACK (WITH EXPIRATION DATE ATLEAST ONE YEAR UPON DELIVERY)	100				
BOTTLE	INK, STAMP PAD, BLACK (25ml minimum)	30				
PCS	KEYBOARD	20				
PCS	LIGHT DUTY BOX, LEGAL (made of carton)	500				
PCS	MAGAZINE FILE BOX, FOR LEGAL SIZE (landscape)	50				
SET	MARKER, HIGHLIGHTER, SET (min of 4pcs/set)	100				
PAD	NOTE PAD, STICKY, 2X3 INCH	150				
BOX	PAPER CLIP, VINYL COATED, 33MM	100				
REAM	PAPER COPY, A4, 80GSM	1,000				
REAM	PAPER COPY, LEGAL, 80GSM	100				
REAM	PAPER COPY, SHORT, 80GSM	50				
PACK	PAPER, SPECIALTY, 90GSM, A4 (10sheet per/pack)	100				
PACK	PAPER, STICKER, GLOSSY (10pcs per/pack)	100				
PCS	PEN, BALLPOINT, BLACK	250				
PCS	PEN, SIGN, 0.5, BLACK	150				
PCS	SELF INKING STAMP, WITH SECTION/OFFICE, RECEIVED	26				
PCS	STAMP PAD (No Color)	50				
BOX	TALLY GENICOM	2				



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	6800/6600 RIBBON CARTRIDGE (4pcs/box)					
ROLL	TAPE, DOUBLE SIDED, 24MM	100				
ROLL	TAPE, MASKING, 24MM	100				
ROLL	TAPE, TRANSPARENT, 24MM	100				
BOTTLE	TRODAT INK, BLACK (25ml minimum)	30				
BOTTLE	TRODAT INK, BLUE (25ml minimum)	30				
BOTTLE	TRODAT INK, PURPLE (25ml minimum)	30				
PCS	USB HUB (3 port minimum)	30				
	OTHER SUPPLIES					
PCS	ADAPTOR, UNIVERSAL	30				
PCS	AIR FRESHENER, GEL, SCENTED, 165-200MG	50				
CAN	AIR FRESHENER, REFILL, 269ML (minimum)	50				
PAIR	ANTI-SLIP RUBBER GLOVES, MEDIUM	50				
PACK	BATTERY, AA, 2PCS/PACK	100				
PACK	BATTERY, AAA, 2PCS/PACK	100				
BOTTLE	BLEACH, 1000ML	50				
PCS	BROOM, TING-TING	50				
PCS	CAR WIPE CLOTH, MICROFIBER	30				
PACK	DETERGENT, POWDER, ALL PURPOSE (500grams)	100				
SACHET	DISHWASHING LIQUID, 40ML/SACHET (minimum)	250				



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PCS	EXTENSION CORD, 3 SOCKETS (10METERS)	20				
PCS	FLOURESCENT LIGTHING FIXTURE, 18WATTS minimum	100				
BOTTLE	HAND SOAP, LIQUID 500ml minimum	50				
BOTTLE	MURIATIC ACID, 1000ML (minimum)	50				
KILO	RAGS, COTTON, 32PCS/KG	50				
ROLL	ROPE, NYLON, SIZE 5	20				
ROLL	ROPE, TWINE, PLASTIC	20				
PCS	SACK, FEEDS	1000				
PCS	SACK, RICE	1000				
PCS	SCOURING PAD, WITH SPONGE	100				
ROLL	TAPE, ELECTRICAL, 18MM X 16M MIN.	20				
PACK	TISSUE, INTERFOLDED PAPER TOWEL	150				
ROLL	TISSUE, TOILET PAPER (12pcs per/pack)	500				
BOTTLE	TOILET, BOWL CLEANER, 500ML	60				
PCS	TOILET, DEODORANT CAKE, DEODIZER	100				
PACK	TRASH BAG, PLASTIC, SMALL	250				
PACK	TRASH BAG, PLASTIC, XL	250				
Total Cost:						



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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.

PR No. 2026-08-0081 – Supply and Delivery of common-use supplies for Division Office use	
<i>Approved Budget for the Contract in the amount of</i> One Million Nine Hundred Sixteen Thousand Seventy Six Pesos and 91/100 only (Php 1,916,076.91).	
<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.
5. Award of contract shall be made to the lowest calculated and responsive quotation that complies with the minimum technical specifications and other



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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 _____.