REQUEST FOR QUOTATION

Date : October 26, 2026
PR No.: 2026-10-0101

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. 2026-10-0101 – Supply and Delivery of Supplies and Materials to be used for the conduct of Coordination Conference for Learning Leaders on the Learning System Reform Policies on November 9, 2026** with an Approved Budget for the Contract (ABC) of One thousand Six Hundred Sixty Seven and Sixty Centavos Only (Php 1,667.60).

Delivery Period: Three (3) calendar Day

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 **sdobatangas.cid@deped.gov.ph** or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to CID Office, DepEd Division of Batangas **not later than 29 October 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 **(if applicable)**
4. Latest Income/Business Tax Return **(if applicable)**
5. Notarized Omnibus Sworn Statement
6. BIR-2303

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

DAVID M. NUAY
CID, Chief

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. 2026-10-0101 – Supply and Delivery of Supplies and Materials to be used for the conduct of Coordination Conference for Learning Leaders on the Learning System Reform Policies on November 9, 2026							
Item No.	**Unit**	**Item Description (minimum Specifications)**	**Quantity**	**Brand Offered**	**Unit Cost**	**Total Cost**	**Statement of Compliance**
1	ream	Specialty Paper,Short,90GSM Light yellow in color minimum 500 sheets	1				
2	Pack	Parchment Paper (A4) 10 sheet per pax minimum	10				

FINANCIAL OFFER

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

TITLE/PROGRAM **PR No. 2026-10-0101 – Supply and Delivery of Supplies and Materials to be used for the conduct of Coordination Conference for Learning Leaders on the Learning System Reform Policies on November 9, 2026**	
Your Total Offered Quotation in Words	***In figures***

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.
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:	