Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

SCHOOLS DIVISION OF BATANGAS

REQUEST FOR QUOTATION

Date : October 27, 2026

PR No.: 2026-10-0102

Name of Compxany :

Address :

TIN :

PhilGEPS Registration No. :

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Direct Contracting under Rule IV Section 31 of the Implementing Rules and Regulations of Republic Act No. 12009 for the project: **P.R. No. 2026-10-0102 – MAINTENANCE AND SERVICING OF THE AIR-CONDITIONING UNITS AT THE DEPED DIVISION BATANGAS** with an Approved Budget for the Contract (ABC) of **One Hundred Thirty-Three Thousand One Hundred Thirty-Three And 32/100** pesos **(Php 133,133.32)** only.
Delivery Period: Seven (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 submit this RFQ via e-mail at **sdobatangas.admin@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 October 30, 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. BIR Registration
5. Sec/ DTI
6. Latest Income/Business Tax Return

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.admin@deped.gov.ph**

LOU C. PANALIGAN
Administrative Officer V

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"

P.R. No. 2026-10-0102 – MAINTENANCE AND SERVICING OF THE AIR-CONDITIONING UNITS AT THE DEPED DIVISION BATANGAS

*Important Note: State **"Comply"** in the column **"Statement of Compliance"** against each of the individual parameters of each "Specifications".*

Unit	*Description/Technical Specifications*	*Qty.*	*Brand*	*Unit Cost (₱)*	*Total Cost (₱)*	*Statement of Compliance*
Pcs	General Cleaning of Aircon (type wall Mounted)	30				
Pcs	General Cleaning of Aircon (Split type floor standing)	4				
Pcs	General Cleaning of Aircon (window / box type)	16				
Unit	Dismantling of Split type wall mounted unit and floor standing unit	12				

Important Notes:

1. The passing rate on the reasonableness of rental rates for the Lease of Venue is set at 85%;
2. The Proponent will coordinate the venue if there is a change of event date;
3. Payment will be on Send Bill Arrangement; thus, no down payment will be made;
4. The price quotation shall be inclusive of all costs and applicable taxes;
5. Suppliers shall quote the lowest price on the items/ services listed and submit filled out quotation duly signed by the owner of the company, or its authorized representative supported by a notarized SPA for sole proprietorship or Secretary's Certificate for partnership or corporation;

FINANCIAL OFFER

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

P.R. No. 2026-10-0102 – MAINTENANCE AND SERVICING OF THE AIR-CONDITIONING UNITS AT THE DEPED DIVISION BATANGAS *Approved Budget for the Contract in the amount of* ***One Hundred Thirty-Three Thousand One Hundred Thirty-Three And 32/100 Pesos*** ***(Php 133,133.32)***	
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:	