Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

SCHOOLS DIVISION OF BATANGAS

REQUEST FOR QUOTATION

Date : October 27, 2026

PR No.: 2026-10-0104

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. 2026-10-0104 – PROCUREMNET OF SEMI-EXPENDABLE ITEMS FOR SDO GENERAL SERVICES UNIT** with an Approved Budget for the Contract (ABC) of **One Hundred Eleven Thousand Nine Hundred Eighty-Nine And 35/100** pesos **(Php 111,989.35)** 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. 2026-10-0104 – PROCUREMNET OF SEMI-EXPENDABLE ITEMS FOR SDO GENERAL SERVICES UNIT

*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	Telescopic Ladder Minimum Specification: -Fiberglass industrial Ladder -approx. 24 ft in height	1				
Unit	Circular Recessed down light -approx. 9 watts	20				
Unit	Square Recessed Down light -approx. 3 watts	20				
Pairs	Insulated Working Gloves	30				
Pairs	Early Warning Device for Vehicles	4				
Pcs	Foldable Roadside Safety Warning (Caution: Wet Floor)	3				
Unit	Leaf Blower Minimum Specification: Heavy Duty -Petrol/Gas powered engine	2				
unit	Telescopic pole Pruner Minimum Specification: -Petrol / Gas Powered engine -approx. 1.3 HP engine capacity	1				
Pcs	Fiberglass step ladder Minimum Specification:	1				

	Heavy Duty Foldable A-Ladder` (approx. 6 ft)					
Unit	Portable Tire Inflator for vehicle Minimum Specification: -Rated voltage:12v (DC) -Power cord length: approx. 300cm -with digital display	2				
Roll	Nylon Rope for flag No.10 Minimum Specification: -100 meters in length	1				
Box	Electrical Wire THHN #12 Minimum Specification: -150 m/box	4				
Pcs	Surface Type Switch Utility Box	10				
Pairs	2000AMP Series cable for vehicles	2				
Set	Lighting Fixture -Wide Recessed Type with aluminum Reflector for fluorescent lamp -suited with 2 lamps	10				
Pcs	Electrical Outlet (3 gang)	20				
Pcs	Screw Driver PH1 (Approx. 100mm in length)	2				
Pcs	Screw Driver PH2 (Approx. 100mm in length)	2				
Pcs	Long Nose Pliers Minimum Specification: size: 8”	2				
Pcs	Pliers Minimum Specification: size: 8”	2				
Pcs	Level Bar Minimum Specification: 30cm in length	1				
pcs	Claw hammer Minimum Specification: -wooden handle	1				

pcs	Steel Floor Scrub Brush with long handle	10				
Sets	Drill bits for concrete/masonry (10 pcs per set; 3mm,4mm, 5mm,6mm, 7mm, 8mm, 9mm, 10mm, 11mm, 12mm)	2				
Sets	Bidet with Hose (Chrome/stainless)	30				
pcs	2-way angle valve (stainless, size: 1/2)	20				
pcs	Goose Neck Faucet (sink mounted, Stainless)	10				
Set	Electric Impact Drill with tool kit -min. of 800watts	1				
Pcs	Flexible Hose ½ x ½ (stainless, approx. 50cm in length)	15				
Pcs	Door Knob (Keyed Entry)	20				
Set	Full Body Harness with attachments	3				
Pairs	Safety Goggles (Spectacles)	9				

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. 2026-10-0104 – PROCUREMNET OF SEMI-EXPENDABLE ITEMS FOR SDO GENERAL SERVICES UNIT *Approved Budget for the Contract in the amount of* ***One Hundred Eleven Thousand Nine Hundred Eighty-Nine And 35/100 Pesos (Php 111,989.35)***	
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:	