BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 29 October 2026
PR No. 2026-10-0109

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. 2026-10-0109 – SUPPLIES AND DELIVERY OF SUPPLIES AND MATERIALS TO BE USED FOR THE CONDUCT OF COLLOQUIUM ON THE EVALUATION OF WORK APPLICATION PLAN (WAP) IMPLEMENTATION FOR THE FACILITATION SKILLS AND LEARNING MANAGEMENT TRAINING PROGRAM on November 16-17, 2026** with an Approved Budget for the Contract (ABC) of Ten Thousand Two Hundred Thirty pesos only **(Php 10,230.00)**.

Delivery Period: Seven (7) 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 **sdobatangas.sgod@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 November 3, 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 sdobatangas.sgod@deped.gov.ph

MARIO B. MARAMOT
SGOD, 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"

PROGRAM TITLE
PR No. 2026-10-0109 – SUPPLIES AND DELIVERY OF SUPPLIES AND MATERIALS TO BE USED FOR THE CONDUCT OF COLLOQUIUM ON THE EVALUATION OF WORK APPLICATION PLAN (WAP) IMPLEMENTATION FOR THE FACILITATION SKILLS AND LEARNING MANAGEMENT TRAINING PROGRAM on November 16-17, 2026

Unit	Item Description (minimum Specifications)	Quantity	Brand Offered	Unit Cost	Total Cost	Statement of Compliance
pcs	A4 – Sized Certificate Holder (any color)	86				
packs	A4 – Sized Specialty Paper 120 gsm (100pcs per pack, any color)- minimum specs	4				
reams	A4 Bond Paper 80 gsm	2				
Total Cost:						

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. 2026-10-0109 – SUPPLIES AND DELIVERY OF SUPPLIES AND MATERIALS TO BE USED FOR THE CONDUCT OF COLLOQUIUM ON THE EVALUATION OF WORK APPLICATION PLAN (WAP) IMPLEMENTATION FOR THE FACILITATION SKILLS AND LEARNING MANAGEMENT TRAINING PROGRAM on November 16-17, 2026 *Approved Budget for the Contract in the amount of* Ten Thousand Two Hundred Thirty pesos only (Php 10,230.00)	
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 ***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 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:	