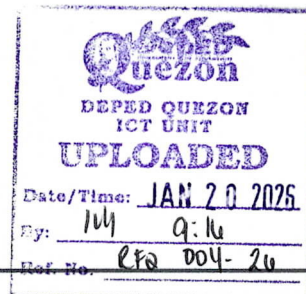




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2026-02-RFQG
Date: JANUARY 19, 2026

REQUEST FOR QUOTATION

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through SMALL VALUE PROCUREMENT** for the **“PROCUREMENT OF SAFE DRINKING WATER PER OFFICES IN SDO QUEZON (1ST TO 4TH QUARTER)”** in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : **PROCUREMENT OF SAFE DRINKING WATER PER OFFICES IN SDO QUEZON (1ST TO 4TH QUARTER)**
- Approved Budget for the Contract** : Ninety Nine Thousand One Hundred Twenty Pesos Only (Php 99,120.00)
- Specifications** : See attached Annex “D” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : Weekly or 4x a Month for 12 months

Interested suppliers are required to submit their valid and current Mayor’s permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration, DTI or SEC Registration, BIR Certificate of Registration and Original Notarized Omnibus Sworn Statement, and Original Special Power of Attorney of the Owner or all members of the joint venture giving full power and authority to its officer or designated person to sign the OSS and do acts to represent the Bidder, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if there are signed or initialed by the bidder or his/her duly authorized representative/s.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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Submission of quotation and eligibility documents is on or before JANUARY 23, 2026, 10 am at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

LORENA S. WALANGSUMBAT
BAC Chairman
DepEd, Division of Quezon
Talipan, Pagbilao, Quezon

You may also download the quotation form at www.quezon.deped.gov.ph.

For inquiries, you may contact us at tel. no. 042-784-0366 and look for Hilariona E. Coronado.

Very truly yours,

LORENA S. WALANGSUMBAT
BAC Chairman

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APPROVED BUDGET FOR THE CONTRACT

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	GALLON	PROCUREMENT OF SAFE DRINKING WATER PER OFFICES IN SDO QUEZON (1ST TO 4TH QUARTER) PURIFIED DRINKING WATER 5 GALLONS/BOTTLE ROUND CONTAINER FOR WATER DISPENSER WITH WATER SANITARY PERMIT WITH UPDATED AND RENEWED WATER ANALYSIS AND BACTERIOLOGICAL TEST TO BE SUBMITTED AT THE HEALTH SECTION DELIVERY SHALL BE MADE WEEKLY IN ALL OFFICES WITH CLEAN CONTAINER CAN PERFORM THE CLEANING OF THE WATER DISPENSER PER OFFICES PAYMENT SHALL BE MADE QUARTERLY AFTER EACH COMPLETION OF DELIVERY FOR EACH QUARTER BREAKDOWN OF DELIVERY: 59 GALLONS PER WEEK IN 20 SECTIONS/OFFICE 236 GALLONS PER MONTH 708 GALLONS PER QUARTER 2832 GALLONS PER ANNUM	2832	35.00	99,120.00
GRAND TOTAL					99,120.00

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Annex "C"

PRICE QUOTATION FORM

Date _____

The Bids and Awards Committee
 DepED, Division of Quezon
 Talipan, Pagbilao, Quezon

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	GALLON	PROCUREMENT OF SAFE DRINKING WATER PER OFFICES IN SDO QUEZON (1ST TO 4TH QUARTER) PURIFIED DRINKING WATER 5 GALLONS/BOTTLE ROUND CONTAINER FOR WATER DISPENSER WITH WATER SANITARY PERMIT WITH UPDATED AND RENEWED WATER ANALYSIS AND BACTERIOLOGICAL TEST TO BE SUBMITTED AT THE HEALTH SECTION DELIVERY SHALL BE MADE WEEKLY IN ALL OFFICES WITH CLEAN CONTAINER CAN PERFORM THE CLEANING OF THE WATER DISPENSER PER OFFICES PAYMENT SHALL BE MADE QUARTERLY AFTER EACH COMPLETION OF DELIVERY FOR EACH QUARTER BREAKDOWN OF DELIVERY: 59 GALLONS PER WEEK IN 20 SECTIONS/OFFICE 236 GALLONS PER MONTH 708 GALLONS PER QUARTER 2832 GALLONS PER ANNUM	2832		
GRAND TOTAL					

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TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder

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Annex "D "

Technical Specifications

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification"

Item No.	Unit	Item Description	Quantity	Statement of Compliance
	GALLON	PROCUREMENT OF SAFE DRINKING WATER PER OFFICES IN SDO QUEZON (1ST TO 4TH QUARTER) PURIFIED DRINKING WATER 5 GALLONS/BOTTLE ROUND CONTAINER FOR WATER DISPENSER WITH WATER SANITARY PERMIT WITH UPDATED AND RENEWED WATER ANALYSIS AND BACTERIOLOGICAL TEST TO BE SUBMITTED AT THE HEALTH SECTION DELIVERY SHALL BE MADE WEEKLY IN ALL OFFICES WITH CLEAN CONTAINER CAN PERFORM THE CLEANING OF THE WATER DISPENSER PER OFFICES PAYMENT SHALL BE MADE QUARTERLY AFTER EACH COMPLETION OF DELIVERY FOR EACH QUARTER BREAKDOWN OF DELIVERY: 59 GALLONS PER WEEK IN 20 SECTIONS/OFFICE 236 GALLONS PER MONTH 708 GALLONS PER QUARTER 2832 GALLONS PER ANNUM	2832	

I hereby certify to comply with all the above technical specifications.

 Name of Bidder Signature Over Printed Name of Representative Date

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CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class “A” Documents

1. Legal Documents

- Philgeps Registration
- Mayor’s/Business Permit
- DTI Registration Certificate or SEC Registration Certificate
- BIR Certificate of Registration (line of business shall be relevant to the kind of goods or services to be supplied)
- Income/Business Tax Return (for ABCs above 500k)

2. Technical Documents

- Notarized Omnibus Sworn Statement
- Special Power of Attorney for Single Proprietorship or Secretary’s Certificate for Corporation, if applicable
- Statement of Compliance to Technical Specifications

Class “B” Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable

Notes:

- 1. All documents must be prepared in two (2) sets of copies, one (1) original copy and one (1) photocopy*
- 2. The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to disqualification of proposal.*
- 3. Documents must be fastened to avoid missing of pages and must be have ear tags for easy identification*

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