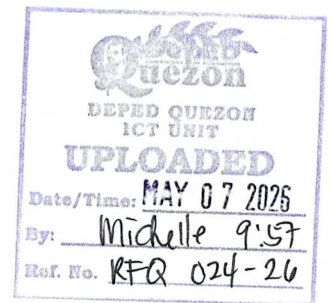




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2026-04-RFOG
Date: MAY 6, 2026

REQUEST FOR QUOTATION

The Department of Education-Division of Quezon, through its Bids and Awards Committee (BAC), intends to procure the **SUPPLY AND DELIVERY OF A4 SIZE BOND PAPER** with an Approved Budget for the Contract of THREE HUNDRED FIFTEEN THOUSAND FIFTEEN PESOS AND 78/100 ONLY (PhP315,015.78) through Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 10:00 AM of MAY 11, 2026, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

LORENA S. WALANGSUMBAT
BAC Chairperson
DepEd, Division of Quezon
Talipan, Pagbilao, Quezon
Telephone No. 042-7840366 loc 120
Email: hilariona.coronado@deped.gov.ph

Interested suppliers shall also submit a copy of the following documents along with the quotation in a sealed envelope on or before the above specified deadline of submission of quotation:

- a. Valid Mayor's/Business Permit
- b. Philgeps Registration Number
- c. Notarized Omnibus Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- d. BIR Certificate of Registration Registration (line of business shall be relevant to the kind of goods or services to be supplied)
- e. Income/Business Tax Return (for ABCs above P500k)
- f. DTI Registration Certificate or SEC Registration Certificate (whichever is applicable)
- g. Statement of Compliance to Technical Specifications

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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- h. JVA or the Duly Notarized Statement in accordance with Section 52.2 (a) of RA 12009 and its IRR, if applicable.

Head of the Procuring Entity (HoPE) of the DepEd-SDO-Quezon reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

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.

For any clarification, you may contact the BAC Secretariat at 042-7840366 loc 120 or send an email to hilariona.coronado@deped.gov.ph.

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

By the Authority of the Bids and Awards Committee:

LORENA S. WALANGSUMBAT
BAC Chairperson

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APPROVED BUDGET FOR THE CONTRACT

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
SUPPLY AND DELIVERY OF A4 SIZE BOND PAPER		PAPER, MULTICOPY, 80GSM SIZE: 210MM X 297MM	REAM	1473	213.86	315,015.78
GRAND TOTAL						315,015.78

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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted.
- (5) All documents must be prepared in two (2) sets of copies; original copy and copy 1, shall be signed by the authorized signatory on all pages, shall have ear tags for easy identification, and shall be fastened or comb-bound to avoid missing of pages.

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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the **Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation**, the DepEd-SDO-Quezon shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DepEd-SDO Quezon. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Sales Invoice, Delivery Receipt and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. 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-Quezon may terminate 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.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.

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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 instructions and terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

Project Description	Item No.	Item Description	Unit	Quantity	Unit Cost (PhP)	Total Cost (PhP)
SUPPLY AND DELIVERY OF A4 SIZE BOND PAPER		PAPER, MULTICOPY, 80GSM SIZE: 210MM X 297MM	REAM	1473		
GRAND TOTAL						

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".

Project Description	Item No.	Item Description	Unit	Qty	Bidder's Statement of Compliance
SUPPLY AND DELIVERY OF A4 SIZE BOND PAPER		PAPER, MULTICOPY, 80GSM SIZE: 210MM X 297MM	REAM	1473	

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

Company's Name	Signature / Name of Authorized Representative	Date Signed

DEPEDQUEZON-TM-SDS-04-009-003



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