



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



**Bids and Awards Committee**

RFQ No. 2025-30-RFOG  
Date: October 22, 2025

**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 ADVOCACY MATERIAL FOR CRAFTING OF LEARNING SERVICE CONTINUITY PLAN AND M&E TOOL” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

**Name of Project** : PROCUREMENT OF ADVOCACY MATERIAL FOR CRAFTING OF LEARNING SERVICE CONTINUITY PLAN AND M&E TOOL

**Approved Budget for the Contract** : Ninety Eight Thousand One Hundred Fifty Pesos Only (Php 98,150.00)

**Specifications** : See attached Annex “B” for the Technical Specifications

**Location** : Talipan, Pagbilao, Quezon

**Delivery Term** : 15 CD upon receipt of Purchase Order

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-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321



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Submission of quotation and eligibility documents is on or before 10:00 a.m. of October 27, 2025 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

Joepe F. Falqueza  
BAC Chairman  
DepEd, Division of Quezon  
Talipan, Pagbilao, Quezon

You may also download the quotation form at [www.depedquezon.com.ph](http://www.depedquezon.com.ph).

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

Very truly yours,

  
JOEPE F. FALQUEZA  
BAC Chairman

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**APPROVED BUDGET FOR THE CONTRACT**

Project Description	Item No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF ADVOCACY MATERIAL FOR CRAFTING OF LEARNING SERVICE CONTINUITY PLAN AND M&E TOOL		pcs	FULL SUBLIMATION POLO SHIRT WITH LEARNING SERVICE CONTINUITY PLAN CAMPAIGN	151	650.00	98,150.00
			SIZES: XS - 2 S - 13 M - 37 L - 65 XL - 26 2XL - 7 6XL - 1			
<b>TOTAL</b>						<b>98,150.00</b>

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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:

Project Description	Item No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF ADVOCACY MATERIAL FOR CRAFTING OF LEARNING SERVICE CONTINUITY PLAN AND M&E TOOL		pcs	FULL SUBLIMATION POLO SHIRT WITH LEARNING SERVICE CONTINUITY PLAN CAMPAIGN	151		
			SIZES: XS - 2 S - 13 M - 37 L - 65 XL - 26 2XL - 7 6XL - 1			
			<b>TOTAL</b>			

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	Statement of Compliance
PROCUREMENT OF ADVOCACY MATERIAL FOR CRAFTING OF LEARNING SERVICE CONTINUITY PLAN AND M&E TOOL		FULL SUBLIMATION POLO SHIRT WITH LEARNING SERVICE CONTINUITY PLAN CAMPAIGN SIZES: XS - 2 S - 13 M - 37 L - 65 XL - 26 2XL - 7 6XL - 1 TOTAL = 151 pcs	

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 or SEC Registration
- 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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