



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



Bids and Awards Committee

RFQ No. 2025-32-RFOG
Date: November 5, 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 VARIOUS TRAINING SUPPLIES FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 LOT NOS. 1-3" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : PROCUREMENT OF VARIOUS TRAINING SUPPLIES FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 LOT NOS. 1-3
- Approved Budget for the Contract** : One Hundred Eighty Seven Thousand Eight Hundred Ten Pesos Only (Php 187,810.00)
- Specifications** : See attached Annex "D" for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 60 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 November 11, 2025 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

Lorena S. Walangsumbat
BAC Chairperson
DepEd, Division of Quezon
Talipan, Pagbilao, Quezon

You may also download the quotation form at 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,

LORENA S. WALANGSUMBAT
BAC Chairperson

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APPROVED BUDGET FOR THE CONTRACT

Project Description	LOT No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF VARIOUS TRAINING SUPPLIES FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 LOT NOS. 1-3	1	pc	LOT 1 PURCHASE OF PRINTER FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 MULTI-FUNCTION 3-IN-1 PRINTER WITH CONTINUOUS INK (BLACK, MAGENTA, CYAN, YELLOW) WITH WIFI FUNCTIONS: PRINT SCAN, COPY PRINTER TYPE: INKJET PRINTER SUPPORTED PAPER SIZES: A4, LETTER, LEGAL, MEXICO LEGAL, INDIA LEGAL, FOLIO, EXECUTIVE, B5(JIS), A5, B6(JIS), A6, PHOTO (10X15CM/4X6"), PHOTO-L(9X13CM/3.5X5"), PHOTO-2L (13X18CM/5X7"), INDEXCARD (13X20CM/5X8"), COM-10, DL ENVELOPE, MONARCH, C5. (NOTE: B5(JIS) AND B6(JIS)) PAPER TYPES: PLAIN PAPER, INKJET PAPER (COATED PAPER), GLOSSY PAPER, RECYCLED PAPER MEMORY CAPACITY: 128MB SUBTOTAL	5	18,000.00	90,000.00
	2		LOT 2 PURCHASE OF OTHER SUPPLIES AND MATERIALS FOR THE CONDUCT OF SBFP			90,000.00

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			PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026			
		PC	1. PLAQUE OF RECOGNITION L – 25.5CM W – 7.5CM BASE (WIDTH) – 25CM THICKNESS OF BASE AND LENGTH – 5CM	8	2,500.00	20,000.00
		PC	THICKNESS OF ACRYLIC – 1CM 2. ADVOCACY MATERIAL: COLORED MUG WITH SBFP/KALILAYAN LOGO/DESIGN WITH BOX	180	250.00	45,000.00
			SUBTOTAL			65,000.00
	3		LOT 3 PURCHASE OF TRAINING SUPPLIES FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026			
			1. TOTE BAGS WITH LOGO/DESIGN	170	150.00	25,500.00
			2. NOTEBOOK 50 LEAVES	170	33.00	5,610.00
			3. BALLPEN (BLACK)	170	10.00	1,700.00
			SUBTOTAL			32,810.00
			GRAND TOTAL			187,810.00

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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:

Project Description	LOT No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
PROCUREMENT OF VARIOUS TRAINING SUPPLIES FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 LOT NOS. 1-3	1	pc	LOT 1 PURCHASE OF PRINTER FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 MULTI-FUNCTION 3-IN-1 PRINTER WITH CONTINUOUS INK (BLACK,MAGENTA,CYAN,YELLOW) WITH WIFI FUNCTIONS: PRINT SCAN, COPY PRINTER TYPE: INKJET PRINTER SUPPORTED PAPER SIZES: A4, LETTER, LEGAL, MEXICO LEGAL, INDIA LEGAL, FOLIO, EXECUTIVE, B5(JIS), A5, B6(JIS), A6, PHOTO (10X15CM/4X6"), PHOTO-L(9X13CM/3.5X5"), PHOTO-2L (13X18CM/5X7"), INDEXCARD (13X20CM/5X8"),	5		

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			COM-10, DL ENVELOPE, MONARCH, C5. (NOTE: B5(JIS) AND B6(JIS) PAPER TYPES: PLAIN PAPER, INKJET PAPER (COATED PAPER), GLOSSY PAPER, RECYCLED PAPER MEMORY CAPACITY: 128MB <p style="text-align: right;">SUBTOTAL</p>		
	2		LOT 2 PURCHASE OF OTHER SUPPLIES AND MATERIALS FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026		
		PC	1. PLAQUE OF RECOGNITION L – 25.5CM W – 7.5CM BASE (WIDTH) – 25CM THICKNESS OF BASE AND LENGTH – 5CM THICKNESS OF ACRYLIC – 1CM	8	
		PC	2. ADVOCACY MATERIAL: COLORED MUG WITH SBFP/KALILAYAN LOGO/DESIGN WITH BOX <p style="text-align: right;">SUBTOTAL</p>	180	
	3		LOT 3 PURCHASE OF TRAINING SUPPLIES FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026		
			1. TOTE BAGS WITH LOGO/DESIGN 2. NOTEBOOK 50 LEAVES 3. BALLPEN (BLACK) <p style="text-align: right;">SUBTOTAL</p>	170 170 170	

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	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".

Project Description	Item No.	Item Description	Statement of Compliance
PROCUREMENT OF VARIOUS TRAINING SUPPLIES FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026 LOT NOS. 1-3		<p>LOT 1 PURCHASE OF PRINTER FOR THE CONDUCT OF SBFP PROGRAM REVIEW AND REWARDS: HONORING EXCELLENCE, INNOVATIONS AND BEST PRACTICES FOR SY 2025-2026</p> <p>MULTI-FUNCTION 3-IN-1 PRINTER WITH CONTINUOUS INK (BLACK, MAGENTA, CYAN, YELLOW) WITH WIFI – 5PCS FUNCTIONS: PRINT SCAN, COPY PRINTER TYPE: INKJET PRINTER SUPPORTED PAPER SIZES: A4, LETTER, LEGAL, MEXICO LEGAL, INDIA LEGAL, FOLIO, EXECUTIVE, B5(JIS), A5, B6(JIS), A6, PHOTO (10X15CM/4X6"), PHOTO-L(9X13CM/3.5X5"), PHOTO-2L (13X18CM/5X7"), INDEXCARD (13X20CM/5X8"), COM-10, DL ENVELOPE, MONARCH, C5. (NOTE: B5(JIS) AND B6(JIS) PAPER TYPES: PLAIN PAPER, INKJET PAPER (COATED PAPER),</p>	

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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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