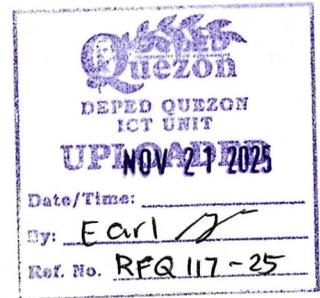




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2025-34-RFOG
Date: NOVEMBER 21, 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 SHOPPING** for the “PROCUREMENT OF OFFICE SUPPLIES (CONTINUOUS FORM)” in accordance with Section 52.1(b) of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : PROCUREMENT OF OFFICE SUPPLIES (CONTINUOUS FORM)
- Approved Budget for the Contract** : Ninety Five Thousand Two Hundred Twenty Pesos Only (Php 95,220.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 7 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 tems 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

DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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Submission of quotation and eligibility documents is on or before 10:00 a.m. of NOVEMBER 25, 2025 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.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 Chairman



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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 OFFICE SUPPLIES (CONTINUOUS FORM)		BOX	CONTINUOUS FORM, 1 PLY, PLAIN, 11" X 9.5" 2000 SHEET/BOX	36	987.00	35,532.00
		BOX	CONTINUOUS FORM, 2 PLY, PLAIN, 11" X 14.7/8" 2000 SHEET/BOX	36	1,658.00	59,688.00
GRAND TOTAL						95,220.00

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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 OFFICE SUPPLIES (CONTINUOUS FORM)		BOX	CONTINUOUS FORM, 1 PLY, PLAIN, 11" X 9.5" 2000 SHEET/BOX	36		
		BOX	CONTINUOUS FORM, 2 PLY, PLAIN, 11" X 14.7/8" 2000 SHEET/BOX	36		
			GRAND TOTAL			

TOTAL AMOUNT IN WORDS

 Signature Over Printed Name of Bidder

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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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