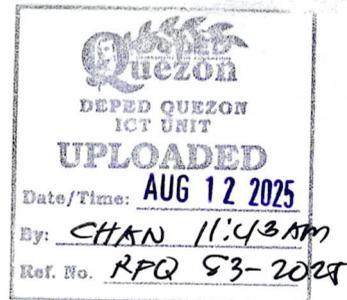




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2025-22-RFOG
 Date: Aug 11, 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 OFFICE SUPPLIES FOR COS PERSONNEL – SCHOOL SITES TITLING LOT NOS. 1 & 2” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : PROCUREMENT OF OFFICE SUPPLIES FOR COS PERSONNEL – SCHOOL SITES TITLING LOT NOS. 1 & 2
- Approved Budget for the Contract** : One Hundred Sixty Thousand Seven Hundred Seventy Five Pesos Only (P160,775.00)
- Specifications** : See attached Annex “B” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 30 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.

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Submission of quotation and eligibility documents is on or before 10:00 a.m. of August 15, 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.

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	LOT No.	Unit	Item Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)	
PROCUREMENT OF OFFICE SUPPLIES FOR COS PERSONNEL – SCHOOL SITES TITLING LOT NOS. 1 & 2	1	PC	Polo Shirt with Embroidered Logo	15	750	11,250.00	
		PC	Sublimation Shirt	10	950	9,500.00	
		TOTAL					20,750.00
	2			VARIOUS OFFICE SUPPLIES			
		bottle		BROTHER INK - MAGENTA (BT5000)	6	250	1,500.00
		bottle		BROTHER INK - CYAN (BT5000)	6	250	1,500.00
		bottle		BROTHER INK - YELLOW (BT5000)	6	250	1,500.00
		bottle		BROTHER INK - BLACK (BT D60)	6	250	1,500.00
		bottle		EPSON INK - MAGENTA (003)	6	250	1,500.00
		bottle		EPSON INK - CYAN (003)	6	250	1,500.00
		bottle		EPSON INK - YELLOW (003)	6	250	1,500.00
bottle			EPSON INK - BLACK (003)	6	250	1,500.00	
bottle		EPSON INK - MAGENTA (664)	6	250	1,500.00		

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bottle	EPSON INK - CYAN (664)	6	250	1,500.00
bottle	EPSON INK - YELLOW (664)	6	250	1,500.00
bottle	EPSON INK - BLACK (664)	6	250	1,500.00
packs	VELLUM BOARD (A4)	55	250	13,750.00
pcs	CERTIFICATE HOLDER (A4)	100	75	7,500.00
pcs	CLIPBOARD (LONG)	5	150	750.00
box	FOLDER PRESSBOARD - LONG (ORANGE)	25	500	12,500.00
box	PLASTIC FASTENER	40	150	6,000.00
pcs	SIGN HERE STICKER	15	100	1,500.00
box	BINDER CLIPS (2 INCH)	5	300	1,500.00
pcs	STICKY NOTES (MEDIUM SIZE)	20	100	2,000.00
pcs	STATIONARY TAPE (48MM)	10	75	750.00
pcs	DOUBLE SIDED TAPE (2CM)	10	75	750.00
pcs	MASKING TAPE (24MM)	10	75	750.00
box	BALLPOINT PEN - BLACK	1	400	400.00
box	BALLPOINT PEN - BLUE	1	400	400.00
box	BALLPOINT PEN - RED	1	400	400.00
box	GEL PEN - BLACK	1	400	400.00
box	GEL PEN - BLUE	1	400	400.00
box	HIGHLIGHTER - GREEN	1	300	300.00
box	HIGHLIGHTER - BLUE	1	300	300.00
box	HIGHLIGHTER - PINK	1	300	300.00

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	packs	TISSUES	5	500	2,500.00
	box	WYTEBOARD MARKER - BLACK	1	300	300.00
	box	WYTEBOARD MARKER - RED	1	300	300.00
	box	WYTEBOARD MARKER - BLUE	1	300	300.00
	pcs	WHITE GLUE (130ML)	5	100	500.00
	box	PUSHPINS	5	150	750.00
	pcs	SCISSORS (HEAVY DUTY)	5	100	500.00
	pcs	TAPE DISPENSER (20CM X 7CM X 10CM)	4	150	600.00
	pcs	COMPUTER MOUSE PAD	4	150	600.00
	pcs	PLASTIC ENVELOPE (LONG)	50	25	1,250.00
	pcs	HANDHELD MAGNIFYING GLASS	5	100	500.00
	box	PENCIL (NO. 2 - MEDIUM)	1	150	150.00
	gallon	ETHYL ALCOHOL	5	700	3,500.00
	set	FIRST AID KIT	5	1,000.00	5,000.00
	pcs	EXTENSION CORD WIRE 10M	2	500	1,000.00
	pcs	BOUNDED NOTEBOOK	5	100	500.00
	box	BINDER CLIPS (1 INCH)	1	250	250.00
	box	BINDER CLIPS (1/2 INCH)	1	250	250.00
	pc	PENCIL SHARPENER (MANUAL)	1	250	250.00
	pcs	ERASER (PLASTIC/RUBBER)	10	20	200.00
	box	SELF -ADHESIVE MARBLE VINYL TILES - GRAY (12IN X 12IN)	2	700	1,400.00

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box	BROWN ENVELOPE (LONG)	4	400	1,600.00
box	BROWN FOLDER - A4	4	400	1,600.00
pcs	WHITE CORRECTION TAPE	10	100	1,000.00
pcs	CUTTER (UTILITY KNIFE)	5	50	250.00
pcs	RULER (12INCH)	5	30	150.00
box	MAILING ENVELOPE - WHITE	2	150	300.00
pcs	STAPLE REMOVER (PLIER TYPE)	5	150	750.00
pcs	HEAVY DUTY FLASHLIGHT	5	300	1,500.00
pcs	DATED STAMP	3	150	450.00
pcs	ADAPTOR	5	100	500.00
packs	INDEX TAB (SELF-ADHESIVE, TRANSPARENT)	5	150	750.00
roll	RIBBON - BLUE	2	50	100.00
roll	RIBBON - RED	2	50	100.00
roll	RIBBON - WHITE	2	50	100.00
box	PERMANENT MARKER - BLACK	1	200	200.00
box	PERMANENT MARKER - BLUE	1	200	200.00
box	PERMANENT MARKER - RED	1	200	200.00
pc	CORK BOARD (60X90CM)	2	200	400.00
pcs	SMALL TRASH BIN (BLACK)	5	75	375.00
packs	PHOTO PAPER (A4)	10	200	2,000.00
box	STAPLE WIRE (26/6)	10	50	500.00

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	box	PAPER CLIPS (VINYL/PLASTIC COATED - 50MM)	5	100	500.00
	box	LONG BOND PAPER (80GSM)	10	1,000.00	10,000.00
	box	A4 BOND PAPER (80GSM)	15	1,000.00	15,000.00
	packs	COLORED PAPER (LONG)	10	150	1,500.00
	pcs	DESKTOP ORGANIZER	4	300	1,200.00
	packs	STICKER PAPER (A4)	20	150	3,000.00
	box	SHORT BOND PAPER (80GSM)	5	1,000.00	5,000.00
	pcs	HAND BAR SOAP (SACHET - SMALL)	10	50	500.00
	pcs	RECEIVING STAMP (FOR SCHOOL SITES TITLING)	2	350	700.00
	pc	RUBBER STAMP - CERTIFIED TRUE COPY (FOR SCHOOL SITES TITLING)	1	350	350.00
		TOTAL			140,025.00
		GRAND TOTAL			160,775.00

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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 FOR COS PERSONNEL – SCHOOL SITES TITLING LOT NOS. 1 & 2	1	PC	Polo Shirt with Embroidered Logo	15		
		PC	Sublimation Shirt	10		
TOTAL						
	2		VARIOUS OFFICE SUPPLIES			
		bottle	BROTHER INK - MAGENTA (BT5000)	6		
		bottle	BROTHER INK - CYAN (BT5000)	6		
		bottle	BROTHER INK - YELLOW (BT5000)	6		
		bottle	BROTHER INK - BLACK (BT D60)	6		
		bottle	EPSON INK - MAGENTA (003)	6		

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bottle	EPSON INK - CYAN (003)	6		
bottle	EPSON INK - YELLOW (003)	6		
bottle	EPSON INK - BLACK (003)	6		
bottle	EPSON INK - MAGENTA (664)	6		
bottle	EPSON INK - CYAN (664)	6		
bottle	EPSON INK - YELLOW (664)	6		
bottle	EPSON INK - BLACK (664)	6		
packs	VELLUM BOARD (A4)	55		
pcs	CERTIFICATE HOLDER (A4)	100		
pcs	CLIPBOARD (LONG)	5		
box	FOLDER PRESSBOARD - LONG (ORANGE)	25		
box	PLASTIC FASTENER	40		
pcs	SIGN HERE STICKER	15		
box	BINDER CLIPS (2 INCH)	5		
pcs	STICKY NOTES (MEDIUM SIZE)	20		
pcs	STATIONARY TAPE (48MM)	10		
pcs	DOUBLE SIDED TAPE (2CM)	10		
pcs	MASKING TAPE (24MM)	10		
box	BALLPOINT PEN - BLACK	1		
box	BALLPOINT PEN - BLUE	1		
box	BALLPOINT PEN - RED	1		
box	GEL PEN - BLACK	1		

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	box	GEL PEN - BLUE	1		
	box	HIGHLIGHTER - GREEN	1		
	box	HIGHLIGHTER - BLUE	1		
	box	HIGHLIGHTER - PINK	1		
	packs	TISSUES	5		
	box	WYTEBOARD MARKER - BLACK	1		
	box	WYTEBOARD MARKER - RED	1		
	box	WYTEBOARD MARKER - BLUE	1		
	pcs	WHITE GLUE (130ML)	5		
	box	PUSHPINS	5		
	pcs	SCISSORS (HEAVY DUTY)	5		
	pcs	TAPE DISPENSER (20CM X 7CM X 10CM)	4		
	pcs	COMPUTER MOUSE PAD	4		
	pcs	PLASTIC ENVELOPE (LONG)	50		
	pcs	HANDHELD MAGNIFYING GLASS	5		
	box	PENCIL (NO. 2 - MEDIUM)	1		
	gallon	ETHYL ALCOHOL	5		
	set	FIRST AID KIT	5		
	pcs	EXTENSION CORD WIRE 10M	2		
	pcs	BOUNDED NOTEBOOK	5		
	box	BINDER CLIPS (1 INCH)	1		
	box	BINDER CLIPS (1/2 INCH)	1		

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pc	PENCIL SHARPENER (MANUAL)	1		
pcs	ERASER (PLASTIC/RUBBER)	10		
box	SELF -ADHESIVE MARBLE VINYL TILES - GRAY (12IN X 12IN)	2		
box	BROWN ENVELOPE (LONG)	4		
box	BROWN FOLDER - A4	4		
pcs	WHITE CORRECTION TAPE	10		
pcs	CUTTER (UTILITY KNIFE)	5		
pcs	RULER (12INCH)	5		
box	MAILING ENVELOPE - WHITE	2		
pcs	STAPLE REMOVER (PLIER TYPE)	5		
pcs	HEAVY DUTY FLASHLIGHT	5		
pcs	DATED STAMP	3		
pcs	ADAPTOR	5		
packs	INDEX TAB (SELF-ADHESIVE, TRANSPARENT)	5		
roll	RIBBON - BLUE	2		
roll	RIBBON - RED	2		
roll	RIBBON - WHITE	2		
box	PERMANENT MARKER - BLACK	1		
box	PERMANENT MARKER - BLUE	1		
box	PERMANENT MARKER - RED	1		
pc	CORK BOARD (60X90CM)	2		

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	pcs	SMALL TRASH BIN (BLACK)	5		
	packs	PHOTO PAPER (A4)	10		
	box	STAPLE WIRE (26/6)	10		
	box	PAPER CLIPS (VINYL/PLASTIC COATED - 50MM)	5		
	box	LONG BOND PAPER (80GSM)	10		
	box	A4 BOND PAPER (80GSM)	15		
	packs	COLORED PAPER (LONG)	10		
	pcs	DESKTOP ORGANIZER	4		
	packs	STICKER PAPER (A4)	20		
	box	SHORT BOND PAPER (80GSM)	5		
	pcs	HAND BAR SOAP (SACHET - SMALL)	10		
	pcs	RECEIVING STAMP (FOR SCHOOL SITES TITLING)	2		
	pc	RUBBER STAMP - CERTIFIED TRUE COPY (FOR SCHOOL SITES TITLING)	1		
			TOTAL		
			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	LOT No.	Unit	Item Description	Statement of Compliance
PROCUREMENT OF OFFICE SUPPLIES FOR COS PERSONNEL – SCHOOL SITES TITLING LOT NOS. 1 & 2	1	PC	Polo Shirt with Embroidered Logo	
		PC	Sublimation Shirt	
	2		VARIOUS OFFICE SUPPLIES	
		bottle	BROTHER INK - MAGENTA (BT5000)	
		bottle	BROTHER INK - CYAN (BT5000)	
		bottle	BROTHER INK - YELLOW (BT5000)	
		bottle	BROTHER INK - BLACK (BT D60)	
		bottle	EPSON INK - MAGENTA (003)	
		bottle	EPSON INK - CYAN (003)	
		bottle	EPSON INK - BLACK (003)	

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	bottle	EPSON INK - MAGENTA (664)	
	bottle	EPSON INK - CYAN (664)	
	bottle	EPSON INK - YELLOW (664)	
	bottle	EPSON INK - BLACK (664)	
	packs	VELLUM BOARD (A4)	
	pcs	CERTIFICATE HOLDER (A4)	
	pcs	CLIPBOARD (LONG)	
	box	FOLDER PRESSBOARD - LONG (ORANGE)	
	box	PLASTIC FASTENER	
	pcs	SIGN HERE STICKER	
	box	BINDER CLIPS (2 INCH)	
	pcs	STICKY NOTES (MEDIUM SIZE)	
	pcs	STATIONARY TAPE (48MM)	
	pcs	DOUBLE SIDED TAPE (2CM)	
	pcs	MASKING TAPE (24MM)	
	box	BALLPOINT PEN - BLACK	
	box	BALLPOINT PEN - BLUE	
	box	BALLPOINT PEN - RED	
	box	GEL PEN - BLACK	
	box	GEL PEN - BLUE	
	box	HIGHLIGHTER - GREEN	
	box	HIGHLIGHTER - BLUE	

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	box	HIGHLIGHTER - PINK	
	packs	TISSUES	
	box	WYTEBOARD MARKER - BLACK	
	box	WYTEBOARD MARKER - RED	
	box	WYTEBOARD MARKER - BLUE	
	pcs	WHITE GLUE (130ML)	
	box	PUSHPINS	
	pcs	SCISSORS (HEAVY DUTY)	
	pcs	TAPE DISPENSER (20CM X 7CM X 10CM)	
	pcs	COMPUTER MOUSE PAD	
	pcs	PLASTIC ENVELOPE (LONG)	
	pcs	HANDHELD MAGNIFYING GLASS	
	box	PENCIL (NO. 2 - MEDIUM)	
	gallon	ETHYL ALCOHOL	
	set	FIRST AID KIT	
	pcs	EXTENSION CORD WIRE 10M	
	pcs	BOUNDED NOTEBOOK	
	box	BINDER CLIPS (1 INCH)	
	box	BINDER CLIPS (1/2 INCH)	
	pc	PENCIL SHARPENER (MANUAL)	
	pcs	ERASER (PLASTIC/RUBBER)	

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	box	SELF -ADHESIVE MARBLE VINYL TILES - GRAY (12IN X 12IN)	
	box	BROWN ENVELOPE (LONG)	
	box	BROWN FOLDER - A4	
	pcs	WHITE CORRECTION TAPE	
	pcs	CUTTER (UTILITY KNIFE)	
	pcs	RULER (12INCH)	
	box	MAILING ENVELOPE - WHITE	
	pcs	STAPLE REMOVER (PLIER TYPE)	
	pcs	HEAVY DUTY FLASHLIGHT	
	pcs	DATED STAMP	
	pcs	ADAPTOR	
	packs	INDEX TAB (SELF-ADHESIVE, TRANSPARENT)	
	roll	RIBBON - BLUE	
	roll	RIBBON - RED	
	roll	RIBBON - WHITE	
	box	PERMANENT MARKER - BLACK	
	box	PERMANENT MARKER - BLUE	
	box	PERMANENT MARKER - RED	
	pc	CORK BOARD (60X90CM)	
	pcs	SMALL TRASH BIN (BLACK)	
	packs	PHOTO PAPER (A4)	

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	box	STAPLE WIRE (26/6)	
	box	PAPER CLIPS (VINYL/PLASTIC COATED - 50MM)	
	box	LONG BOND PAPER (80GSM)	
	box	A4 BOND PAPER (80GSM)	
	packs	COLORED PAPER (LONG)	
	pcs	DESKTOP ORGANIZER	
	packs	STICKER PAPER (A4)	
	box	SHORT BOND PAPER (80GSM)	
	pcs	HAND BAR SOAP (SACHET - SMALL)	
	pcs	RECEIVING STAMP (FOR SCHOOL SITES TITLING)	
	pc	RUBBER STAMP - CERTIFIED TRUE COPY (FOR SCHOOL SITES TITLING)	

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

Name of Bidder

Signature Over Printed Name of Representative

Date

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

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
- Authority of the Signatory
- 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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