



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

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**REQUEST FOR QUOTATION**

The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **“PROCUREMENT OF COMMONLY USED SUPPLIES, JANITORIALS AND COMPUTER PRINTER INKS FOR USE AT THE REGIONAL OFFICE”** in accordance with Alternative Method of Procurement under Section 52 (Shopping) or Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **SEVEN HUNDRED FORTY-THREE THOUSAND FIVE HUNDRED SIXTY PESOS (Php743,560.00)**.

**THE PROCUREMENT OF THE LISTED GOODS SHALL BE IN LOTS.**

Bidders may bid in any or all lots. Bids that exceed the ABC of each lot shall automatically be disqualified.

Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom/last page of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than MARCH 3, 2023 at 9:00 A.M.** at the BAC Secretariat, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal. **Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.**

A copy of your 2023 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal.

Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **02-8682-5773; 8684-4914; or 8647-7487** or e-mail address at **bac.calabarzon@deped.gov.ph**

  
**CHERRYLOU D. REPIA**  
BAC Chairperson



**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph

In case of recently expired Mayor's/Business permit, it shall be accepted together with its Official Receipt that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after the award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the Notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

**Date:** \_\_\_\_\_

<b>Name of Company:</b>	
<b>Address:</b>	
<b>Name of Store/Shop (if applicable):</b>	
<b>TIN:</b>	
<b>PhilGEPS Registration Number:</b>	

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

**TECHNICAL SPECIFICATION**

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **“0”** if item being offered is for free.
2. Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each Specification.

<b>Item</b>	<b>Description</b>	<b>Total QTY</b>	<b>Brand Name</b>	<b>Brand of Origin</b>	<b>Bidder’s Statement of Compliance</b>	<b>Unit Cost (VAT Inclusive)</b>	<b>Total Cost (VAT Inclusive)</b>
<b>COMMONLY USED SUPPLIES</b>							
1.	<b>CLEARBOOK, 20 sheets transparent pockets, A4</b> <b>Php160.00/piece</b>	<b>20 pcs</b>					
2.	<b>CLEARBOOK, 20 sheets transparent pockets, legal</b> <b>Php200.00/piece</b>	<b>20 pcs</b>					
3.	<b>SIGN PEN, Black liquid or gel, 0.5mm</b> <b>Php45.00/piece</b>	<b>500 pcs</b>					
4.	<b>SIGN PEN, Blue liquid or gel, 0.5 mm</b> <b>Php45.00/piece</b>	<b>300 pcs</b>					

5.	<b>BATTERY, dry cell, size AA, Two (2) pieces per blister pack</b> <b>Php50.00/pack</b>	<b>200 packs</b>					
6.	<b>BATTERY, dry cell, size AAA, Two (2) pieces per blister pack</b> <b>Php50.00/pack</b>	<b>150 packs</b>					
7.	<b>INK, for stamp pad, 50mL, violet</b> <b>Php80.00/bottle</b>	<b>10 bottles</b>					
8.	<b>INK, for stamp pad, 50mL, black</b> <b>Php80.00/bottle</b>	<b>10 bottles</b>					
9.	<b>EXTERNAL HARD DRIVE, 1TB</b> <b>Php2,000.00/unit</b>	<b>10 units</b>					
10.	<b>MOUSE, OPTICAL, USB connection type</b> <b>Php300.00/unit</b>	<b>20 units</b>					

11.	<b>GLUE, all-purpose, 200 grams</b>  <b>Php140.00/jar</b>	<b>20 jars</b>					
12.	<b>TAPE, masking, 24mm</b>  <b>Php50.00/roll</b>	<b>120 rolls</b>					
13.	<b>TAPE, masking, 48 mm</b>  <b>Php95.00/roll</b>	<b>60 rolls</b>					
14.	<b>TAPE, transparent, 24mm</b>  <b>Php30.00/roll</b>	<b>40 rolls</b>					
15.	<b>TAPE, transparent, 48 mm</b>  <b>Php45.00/roll</b>	<b>40 rolls</b>					
16.	<b>RULER, plastic, 450 mm</b>  <b>Php35.00/piece</b>	<b>20 pcs</b>					

17.	<b>CLIP, backfold, 19mm, 12/box</b>  <b>Php40.00/box</b>	<b>20 boxes</b>					
18.	<b>CLIP, backfold, 25mm, 12/box</b>  <b>Php45.00/box</b>	<b>20 boxes</b>					
19.	<b>CLIP, backfold, 32mm, 12/box</b>  <b>Php50.00/box</b>	<b>20 boxes</b>					
20.	<b>CLIP, backfold, 50mm, 12/box</b>  <b>Php130.00/box</b>	<b>20 boxes</b>					
21.	<b>CORRECTION TAPE, 5mm x 6m</b>  <b>Php120.00/piece</b>	<b>50 pcs</b>					
22.	<b>ENVELOPE, Documentary, A4, 500 pieces per box</b>  <b>Php1,000.00/box</b>	<b>4 boxes</b>					

23.	<b>ENVELOPE, Documentary, legal, 500 pieces per box</b> <b>Php1,500.00/box</b>	<b>4 boxes</b>					
24.	<b>ENVELOPE, Expanding, Green, 100 pieces per box</b> <b>Php1,500.00/box</b>	<b>4 boxes</b>					
25.	<b>FOLDER, Fancy with slide, A4, 50 pieces per bundle</b> <b>Php550.00/bundle</b>	<b>15 bundles</b>					
26.	<b>FOLDER, Fancy with slide, legal, 50 pieces per bundle</b> <b>Php580.00/bundle</b>	<b>15 bundles</b>					
27.	<b>FOLDER, pressboard, green, 100 pieces per box</b> <b>Php2,000.00/box</b>	<b>30 boxes</b>					
28.	<b>MARKER, Whiteboard, Black</b> <b>Php20.00/piece</b>	<b>30 pcs</b>					

29.	<b>MARKER, Whiteboard, Blue</b>  <b>Php20.00/piece</b>	<b>30 pcs</b>					
30.	<b>PAPER CLIP, vinyl/plastic coated, 33mm</b>  <b>Php60.00/box</b>	<b>30 boxes</b>					
31.	<b>PAPER CLIP, vinyl/plastic coated, jumbo, 50mm</b>  <b>Php60.00/box</b>	<b>30 boxes</b>					
32.	<b>PENCIL, lead/graphite, with eraser, one (1) dozen per box</b>  <b>Php100.00/box</b>	<b>30 boxes</b>					
33.	<b>PUNCHER, paper, heavy duty, 75XL</b>  <b>Php420.00/piece</b>	<b>4 pcs</b>					
34.	<b>RUBBER BAND, flat No. 18, 350g</b>  <b>Php260.00/box</b>	<b>20 boxes</b>					



35.	<b>STAPLER, standard type, #35 Php200.00/unit</b>	<b>10 units</b>					
36.	<b>STAPLER, heavy duty (binder type), desktop Php950.00/unit</b>	<b>5 units</b>					
37.	<b>TAPE DISPENSER, table top Php150.00/piece</b>	<b>5 pcs</b>					
38.	<b>NOTE PAD, stick on, 2" x 3" 100 sheets per pad Php75.00/pad</b>	<b>30 pads</b>					
39.	<b>NOTE PAD, stick on, 3" x 4", 100 sheets per pad Php120.00/pad</b>	<b>30 pads</b>					
40.	<b>NOTE PAD, stick on, 3" x 3", 100 sheets per pad Php110.00/pad</b>	<b>30 pads</b>					

41.	<b>NOTEBOOK, stenographer, 40 leaves</b>  <b>Php30.00/piece</b>	<b>1,000 pcs</b>					
42.	<b>PAPER, MULTIPURPOSE A4, 500 sheets per ream</b>  <b>Php220.00/ream</b>	<b>300 reams</b>					
43.	<b>PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream</b>  <b>Php240.00/ream</b>	<b>150 reams</b>					
44.	<b>RECORD BOOK, 300 PAGES</b>  <b>Php70.00/book</b>	<b>20 books</b>					
45.	<b>RECORD BOOK, 500 PAGES</b>  <b>Php100.00/book</b>	<b>20 books</b>					
46.	<b>Ballpoint pen, black</b>  <b>Php10.00/piece</b>	<b>500 pcs</b>					

47.	<b>Ballpoint pen, red Php10.00/piece</b>	<b>50 pcs</b>					
48.	<b>Ballpoint pen, green Php10.00/piece</b>	<b>50 pcs</b>					
49.	<b>Board paper, white, A4, 200 gsm, 10 sheets/pack Php30.00/pack</b>	<b>50 packs</b>					
50.	<b>Folder with tab, A4 Php6.00/piece</b>	<b>1,000 pcs</b>					
51.	<b>Folder with tab, long Php8.00/piece</b>	<b>2,000 pcs</b>					
52.	<b>Packing tape 2" 48mm x 30m Php35.00/roll</b>	<b>20 rolls</b>					

53.	<b>Packing tape 3" 72mm x 30</b>  <b>Php40.00/roll</b>	<b>20 rolls</b>					
54.	<b>Index tabs sticker adhesive</b> <b>10 colors x 20 sheets</b>  <b>Php45.00/pack</b>	<b>150 packs</b>					
55.	<b>Correction tape, 5mm x 6m refill, 2 pcs/pack</b>  <b>Php110.00/pack</b>	<b>50 packs</b>					
56.	<b>Sign Pen, Rollerball, 1.0mm with grip, blue</b>  <b>Php85.00/piece</b>	<b>100 pcs</b>					
57.	<b>Sign Pen, Rollerball, 0.7mm with grip, black</b>  <b>Php85.00/piece</b>	<b>50 pcs</b>					
58.	<b>Sign Pen, Rollerball, 0.7mm with grip, blue</b>  <b>Php85.00/piece</b>	<b>50 pcs</b>					

59.	<b>Sign Pen, Rollerball, 0.5mm with grip, black</b>  <b>Php85.00/piece</b>	<b>50 pcs</b>					
60.	<b>Sign Pen, Rollerball, 0.5mm with grip, blue</b>  <b>Php85.00/piece</b>	<b>50 pcs</b>					
61.	<b>Marker, Permanent, Black</b>  <b>Php45.00/piece</b>	<b>60 pcs</b>					
62.	<b>Marker, Permanent, Blue</b>  <b>Php45.00/piece</b>	<b>60 pcs</b>					
63.	<b>Yellow pad paper, 8.5 x 13</b>  <b>Php50.00/piece</b>	<b>30 pcs</b>					
<b>JANITORIAL SUPPLIES</b>							
1.	<b>ALCOHOL, Ethyl, 68% - 72%, 500 mL</b>  <b>Php90.00/bottle</b>	<b>50 bottles</b>					

2.	<b>ALCOHOL, Ethyl, 68% - 72%, 1 Gallon</b>  <b>Php500.00/gallon</b>	<b>100 gallons</b>					
3.	<b>BROOM, Soft (Walis Tambo)</b>  <b>Php225.00/piece</b>	<b>20 pcs</b>					
4.	<b>BROOM, Stick (Walis Ting-ting)</b>  <b>Php35.00/piece</b>	<b>20 pcs</b>					
5.	<b>CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL</b>  <b>Php100.00/bottle</b>	<b>20 bottles</b>					
6.	<b>CLEANSER, Scouring Powder, 350g</b>  <b>Php50.00/can</b>	<b>15 cans</b>					
7.	<b>DETERGENT BAR, 140g as packed</b>  <b>Php10.00/piece</b>	<b>30 pcs</b>					

8.	<b>DETERGENT POWDER, all purpose, 1kg Php128.00/pouch</b>	<b>30 pouches</b>					
9.	<b>DISINFECTANT SPRAY, Aerosol type, 400g-550g Php280.00/can</b>	<b>15 cans</b>					
10.	<b>DUST PAN, rigid non-breakable plastic Php65.00/piece</b>	<b>10 pcs</b>					
11.	<b>FURNITURE CLEANER, Aerosol type, 300mL Php240.00/can</b>	<b>10 cans</b>					
12.	<b>LIQUID HAND SOAP, 500mL Php80.00/bottle</b>	<b>30 bottles</b>					
13.	<b>MOPHANDLE, heavy duty, wooden Php200.00/piece</b>	<b>15 pcs</b>					

14.	<b>RAGS, all cotton, 1 kilo per bundle  Php80.00/bundle</b>	<b>45 bundles</b>					
15.	<b>WASTEBASKET, rigid plastic  Php50.00/piece</b>	<b>15 pcs</b>					
16.	<b>LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts  Php80.00/piece</b>	<b>40 pcs</b>					
17.	<b>LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts  Php250.00/piece</b>	<b>20 pcs</b>					
18.	<b>TWINE, plastic  Php100.00/roll</b>	<b>20 rolls</b>					
19.	<b>TISSUE, box, 2 ply, 150-200 pulls per box  Php100.00/box</b>	<b>50 boxes</b>					



20.	<b>TOILET TISSUE PAPER, 2 ply, 300-400 sheets, 12 rolls in a pack</b>  <b>Php175.00/pack</b>	<b>100 packs</b>					
21.	<b>LIQUID HAND SANITIZER, 500mL</b>  <b>Php85.00/bottle</b>	<b>50 bottles</b>					
22.	<b>INSECTICIDE, 350mL</b>  <b>Php280.00/can</b>	<b>50 cans</b>					
23.	<b>Fluorescent Lamp 40/36w</b>  <b>Php150.00/piece</b>	<b>50 pcs</b>					
24.	<b>Laundry Gloves, heavy duty, large, 1 pair per pack</b>  <b>Php132.00/pack</b>	<b>30 packs</b>					
<b>COMPUTER PRINTER INKS</b>							
1.	<b>INK CARTRIDGE, CANON CL-811, Colored</b>  <b>Php1,300.00/cart</b>	<b>12 carts</b>					

2.	<b>INK CARTRIDGE, CANON PG-810, Black</b>  <b>Php1,000.00/cart</b>	<b>18 carts</b>					
3.	<b>INK CARTRIDGE, EPSON C13T664100 (T6641), Black</b>  <b>Php280.00/cart</b>	<b>9 carts</b>					
4.	<b>INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan</b>  <b>Php280.00/cart</b>	<b>9 carts</b>					
5.	<b>INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta</b>  <b>Php280.00/cart</b>	<b>9 carts</b>					
6.	<b>INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow</b>  <b>Php280.00/cart</b>	<b>9 carts</b>					
7.	<b>INK CARTRIDGE, HP CN692AA (HP704), Black</b>  <b>Php550.00/cart</b>	<b>30 carts</b>					

8.	<b>INK CARTRIDGE, HP CN693AA (HP704), Tri-color</b>  <b>Php550.00/cart</b>	<b>15 carts</b>					
9.	<b>INK CARTRIDGE, HP CZ107AA (HP678), Black</b>  <b>Php550.00/cart</b>	<b>30 carts</b>					
10.	<b>INK CARTRIDGE, HP CZ108AA (HP678), Tri-color</b>  <b>Php550.00/cart</b>	<b>15 carts</b>					
11.	<b>INK CARTRIDGE, HP F6V26AA (HP680), Tri- color</b>  <b>Php550.00/cart</b>	<b>15 carts</b>					
12.	<b>INK CARTRIDGE, HP F6V27AA (HP680), Black</b>  <b>Php550.00/cart</b>	<b>30 carts</b>					
13.	<b>RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black</b>  <b>Php150.00/cart</b>	<b>5 carts</b>					

14.	<b>RIBBON CARTRIDGE, EPSON C13S015632, Black</b>  <b>Php150.00/cart</b>	<b>5 carts</b>					
15.	<b>RIBBON CARTRIDGE, EPSON C13S015531 (S015086)</b>  <b>Php1,600.00/cart</b>	<b>5 carts</b>					
16.	<b>Canon 71 Black</b>  <b>Php550.00/bot</b>	<b>5 bot</b>					
17.	<b>Canon 71 Cyan</b>  <b>Php550.00/bot</b>	<b>5 bot</b>					
18.	<b>Canon 71 Magenta</b>  <b>Php550.00/bot</b>	<b>5 bot</b>					
19.	<b>Canon 71 Yellow</b>  <b>Php550.00/bot</b>	<b>5 bot</b>					
20.	<b>Epson L3110 Black 003</b>  <b>Php300.00/bot</b>	<b>20 bot</b>					

<b>Specification (from End-User):</b>	
<b>TOTAL COST:</b>	

*\*The above quoted prices are inclusive of all costs and applicable taxes.*

<b><u>SCHEDULE OF REQUIREMENTS</u></b>			
The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.			
Item	Description	Total Quantity	Delivery
I			

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<b>Php743,560.00</b>	In words:
	In figures:
<b><u>Payment Details:</u></b>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfilment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	
Account Name	
Branch	

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Department of Education Region 4A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM 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.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
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 Department of Education Region IV-A shall rescind 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.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone Number

\_\_\_\_\_  
Fax/Mobile Number

\_\_\_\_\_  
E-mail address/es