



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

**REQUEST FOR QUOTATION**

The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **"COMMONLY USED SUPPLIES, JANITORIALS AND COMPUTER PRINTER INKS FOR USE AT THE REGIONAL OFFICE (2<sup>nd</sup> QUARTER)"** in accordance with Alternative Method of Procurement under ☒ Section 52 (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The Approved Budget for the Contract (ABC) are as follows:

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
I	COMMONLY USED SUPPLIES	Php610,013.00
II	JANITORIALS	Php60,875.00
III	COMPUTER PRINTER INKS	Php183,600.00

**INTERESTED SERVICE PROVIDERS MAY SUBMIT A QUOTATION IN ANY OF THE ABOVE ENUMERATED LOTS AND EVALUATION, INCLUDING AWARD OF CONTRACT, WILL BE UNDERTAKEN ON A PER LOT BASIS.**

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 JUNE 10, 2025 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 2025 **Business/Mayor's Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor's Permit.

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**

**ANN GERALYN T. PELIAS**  
BAC Vice-Chairperson

08F/ROA/JLCC

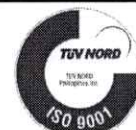


Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



RO-ASD-F119

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Certificate No. PHP QMS  
22 93 0085

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.

Item	Description	Total QTY	Brand Name	Brand of Origin	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
<b>LOT 1 - COMMONLY USED SUPPLIES</b>						
1.	TAPE, masking, 1 inch Php40.00/roll	70 rolls				
2.	TAPE, masking, 2 inches Php90.00/roll	20 rolls				
3.	TAPE, masking, 3 inches Php150.00/roll	50 rolls				
4.	TAPE, transparent, 1/2 inch Php18.00/roll	30 rolls				
5.	TAPE, transparent, 2 inch Php40.00/roll	50 rolls				
6.	TAPE, packaging, 3 inches Php45.00/roll	50 rolls				
7.	DUCT TAPE GRAY-2 inches x 10M Php85.00/pc	10 pcs				

8.	<b>DATER STAMP, self-inking, mini dater S-300</b> Php420.00/pc	<b>50 pcs</b>				
9.	<b>MARKER, Fluorescent, textliner 48, superfluorescent, yellow or green color only</b> Php40.00/pc	<b>100 pcs</b>				
10.	<b>DATA FOLDER, made of chipboard, taglia lock, 15x9x3 inches</b> Php160.00/pc	<b>500 pcs</b>				
11.	<b>CERTIFICATE FRAME / A4</b> Php120.00/pc	<b>100 pcs</b>				
12.	<b>CERTIFICATE HOLDER, Letter size - (8.5/11) - Blue</b> Php50.00/pc	<b>100 pcs</b>				
13.	<b>COLORED COPY PAPER, Sky Blue, 80 gsm, A4 size, 500 sheets</b> Php600.00/ream	<b>6 reams</b>				
14.	<b>COLORED PAPER A4, assorted, 250 sheets, 80 gsm</b> Php249.00/ream	<b>2 reams</b>				
15.	<b>COLORED PAPER, Assorted color, 25s</b> Php50.00/pack	<b>30 packs</b>				



16.	Customized Certificate Holder, Red, letter size with DepEd Calabarzon logo Php150.00/pc	300 pcs				
17.	Double Sided Tape, 24 x 10 mm Php50.00/roll	13 rolls				
18.	Expanded Envelope Long - LIGHT Blue Php30.00/pc	200 pcs				
19.	Expanded Envelope Long - LIGHT Yellow Php30.00/pc	500 pcs				
20.	LAID PAPER/A4, Conqueror, white, 90gsm Php2,500.00/ream	20 reams				
21.	Megabox Storage - MG-800 size: L80.0/W59.0/H51.0CM, PP Plastic Storage & Organizer Box Php1,100.00/pc	10 pcs				
22.	PAPER, Bond Paper A3 80gsm, White Php500.00/ream	3 reams				
23.	PHOTO PAPER, 10 sheets per pack, A4, glossy Php80.00/pack	20 packs				

24.	<b>PLANNER (TOKEN) Leather, A5 Size, with DepeD Calabarzon Logo</b>	<b>200 pcs</b>				
25.	<b>Php200.00/pc</b> <b>PLASTIC ENVELOPE, clear, long</b> <b>Php20.00/pc</b>	<b>100 pcs</b>				
26.	<b>Plastic ID Jacket (A7)</b> <b>Php15.00/pc</b>	<b>55 pcs</b>				
27.	<b>STICKER PAPER, 10 sheets per pack, matte</b> <b>Php60.00/pack</b>	<b>30 packs</b>				
28.	<b>STORAGE BOX, Blue Box</b> <b>Storage File - 15.5"x11"x11" with lid</b> <b>Php500.00/pc</b>	<b>40 pcs</b>				
29.	<b>Storage File Box, Brown, 12" x 16"</b> <b>Php200.00/pc</b>	<b>70 pcs</b>				
30.	<b>A6 ID Holder (Vertical)</b> <b>Php20.00/pc</b>	<b>100 pcs</b>				
31.	<b>USB CONNECTOR, RJ 45, Ethernet Adaptor</b> <b>Php300.00/pc</b>	<b>20 pcs</b>				
32.	<b>POST IT NOTES - 0.5x1.7 inches, 100 per pad</b> <b>Php60.00/pc</b>	<b>30 pcs</b>				

33.	<b>USB FLASH DRIVE 16GB</b> Php200.00/pc	15 pcs			
34.	<b>STAPLER WITH REMOVER,</b> #35 HD50R, heavy duty, ergonomic design, genuine Php650.00/pc	20 pcs			
35.	<b>COPY PAPER SHORT</b> Multipurpose 70gsm - (Letter Size) Php200.00/ream	20 reams			
36.	<b>BALLPEN, smooth ink pen,</b> Green, 0.5mm Php10.00/pc	50 pcs			
37.	<b>MULTIFUNCTION</b> <b>PRINTER/3in1 printer</b> <b>L3250 A4 Wi-Fi All-in-One</b> <b>Tank Printer</b> Print, scan, copy Compact integrated tank design High yield ink bottles Spill-free, error-free refilling Wi-Fi & Wi-Fi Direct Seamless setup via Epson Smart Panel Borderless printing up to 4R Powered by Epson Heat-Free Technology Php12,500.00/unit	18 units			
<b>TOTAL COST:</b>					

**LOT II - JANITORIAL SUPPLIES**

1.	<b>ALCOHOL, Ethyl, 1 Gallon</b> Php360.00/gallon	<b>80</b> gallons				
2.	<b>RAGS, cotton, 1 kilo per bundle</b> Php70.00/kilo	<b>50</b> kilos				
3.	<b>BROOM (WALIS TAMBO), weight: 200g min tiger grass</b> Php225.00/pc	<b>15</b> pcs				
4.	<b>DETERGENT POWDER, all purpose, 1 kg</b> Php75.00/pouch	<b>40</b> pouches				
5.	<b>HAND SOAP, liquid, 500 ml, Antibacterial and Hypoallergenic</b> Php80.00/bottle	<b>100</b> bottles				
6.	<b>Dishwashing Liquid, 1 Gallon</b> Php100.00/bottle	<b>20</b> bottles				
7.	<b>DOOR MAT, Cloth, rectangle</b> Php50.00/pc	<b>20</b> pcs				
8.	<b>MOP HEAD RAYON TWISTED LONG 40 STRANDS 400GRMS</b> Php120.00/pc	<b>20</b> pcs				



9.	<b>SCRUB SPONGE Tough Clean Heavy Duty (Scotch Brite)</b> Php50.00/pc	15 pcs				
10.	<b>MOP HANDLE-PVC Plastic Handle w/ Mophead Cotton Scotch Brite (Set)</b> Php520.00/pc	10 pcs				
11.	<b>GLASS CLEANER, Multi-surface cleaner, fresh 500ml</b> Php190.00/pc	15 pcs				

<b>TOTAL COST:</b>						
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<b>LOT III - COMPUTER PRINTER INKS</b>						
1.	<b>INK CARTRIDGE, HP CZ107AA (HP678), Black, Genuine</b> Php700.00/cart	10 carts				
2.	<b>INK CARTRIDGE, HP CN692AA (HP704), Black, Genuine</b> Php700.00/cart	10 carts				
3.	<b>INK CARTRIDGE, HP F6V27AA (HP680), Black, Genuine</b> Php700.00/cart	20 carts				

4.	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color, Genuine Php700.00/cart	16 carts				
5.	INK CARTRIDGE, HP CN693AA (HP704), Tri-color, Genuine Php700.00/cart	12 carts				
6.	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color, Genuine Php700.00/cart	21 carts				
7.	EPSON Ink 001, 127ml Black, Genuine Php500.00/bottle	30 bottles				
8.	EPSON INK 001, 70ml CYAN, Genuine Php400.00/bottle	10 bottles				
9.	EPSON INK 001, 70ml Magenta, Genuine Php400.00/bottle	10 bottles				
10.	EPSON INK 001, 70ml Yellow, Genuine Php400.00/bottle	10 bottles				

11.	EPSON INK 003, 65ml BLACK, Genuine Php400.00/bottle	50 bottles				
12.	EPSON INK 003, 65ml CYAN, Genuine Php400.00/bottle	15 bottles				
13.	EPSON INK 003, 65ml Magenta, Genuine Php400.00/bottle	15 bottles				
14.	EPSON INK 003, 65ml Yellow, Genuine Php400.00/bottle	15 bottles				
15.	HP 712 29-ml Cyan DesignJet Ink Cartridge, Product number: 3ED67A, Genuine Php2,185.00/pc	4 pcs				
16.	HP 712 29-ml Magenta DesignJet Ink Cartridge, Product number: 3ED68A, Genuine Php2,185.00/pc	4 pcs				
17.	HP 712 29-ml Yellow DesignJet Ink Cartridge, Product number: 3ED69A, Genuine Php2,185.00/pc	4 pcs				

18.	HP 712 80-ml Black DesignJet Ink Cartridge, Product number: 3ED71A, Genuine Php3,470.00/pc	4 pcs				
19.	HP INK (GT53), BLACK, Genuine Php400.00/bottle	10 bottles				
20.	Ink Cartridge, HP 682, Black, Genuine Php650.00/carriage	4 cartridges				
21.	Ink Cartridge, HP 682, Tri-color, Genuine Php700.00/carriage	4 cartridges				
22.	Computer Ribbon, EPSON FX-2190, Genuine Php500.00/pc	10 pcs				
23.	RIBBON CARTRIDGE - Epson LX - 310 (C13S015632), Genuine Php180.00/bottle	10 pcs				
<b>TOTAL COST:</b>						

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



<p><b><u>SCHEDULE OF REQUIREMENTS</u></b></p> <p>Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each SCHEDULE.</p>	<p><b><u>BIDDER’S STATEMENT OF COMPLIANCE</u></b></p> <p><b>(“Comply” or “Not Comply”)</b></p>
<p><b>15 Calendar Days upon Receipt of the P.O</b></p>	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<b>LOT I - Php610,013.00</b>	In words:
	In figures:
<b>LOT II - Php60,875.00</b>	In words:
	In figures:
<b>LOT III - Php183,600.00</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.

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 Signature over Printed Name

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 Position/Designation

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 Office Telephone Number

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 Fax/Mobile Number

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 E-mail address/es