

Republic of the Philippines

Devartment 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 "POLO SHIRTS FOR THE REGIONAL TRAINING FOR SPORTS CLUB FACILITATORS ON THE TEACHING OF SPORT-SPECIFIC SKILLS ON NOVEMBER 3-5, 2025" through Small Value Procurement pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009. Pursuant to the Office Memorandum No. DEPED-4A-PU-OM-2025-182 dated September 25, 2025, which authorizes the Procurement Unit (PU) to undertake this project, the PU proceeded with the procurement process.

The Approved Budget for the Contract (ABC) is **TWO HUNDRED EIGHTY-ONE THOUSAND SEVEN HUNDRED PESOS (Php281,700.00).**

Please submit your **Best Offer** for the item/s described herein together with the following documents on or before **OCTOBER 17, 2025 at 9:00 A.M.:**

- a. Business/Mayor's Permit
- b. PhilGEPS Registration Number
- c. Latest Income/Business Tax Return; and
- d. Notarized Omnibus Sworn Statement (OSS) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership or cooperative; or Original Special Power of Attorney of all member of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the bidder.

Subject to the Terms and Conditions provided at the bottom/last page of this Request for Quotation (RFQ).

We highly encouraged interested supplier/s to use the Quotation Form provided to minimize error or omission of the required mandatory provisions. If the quotation form will be reproduced/retyped, please ensure that all mandatory requirements/provisions are included. Missing requirements/provisions and non-submission of the terms and conditions shall render the submission ineligible or disqualified.

Quotation may be submitted through electronic mail at **bac.calabarzon@deped.gov.ph** or physically at Procurement Unit, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal.

Quotation, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

The Head of the Procuring Entity (HoPE) of this office reserves the right to reject any and all quotations, declare a failure of procurement or not award the contract at any time prior to contract award is accordance with Section 70 of the IRR of RA No. 12009, without hereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact us at telephone no. **(02) 8682-2114** or by email at **bac.calabarzon@deped.gov.ph**.

JOCELYN L. MARTIN Administrative Officer IV Procurement Unit

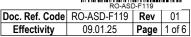
08F/ROA/JLCC





Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph





(2) Bid	iders musi state C	omply" or any equivalent t	erm in t	he column "Bio	dder's Stater	nent of
Ind		oeing offered is for free.				
		t offer for the item/s below			any blank	items.
		TECHNICAL SPECI	FICATIO)N		
		ally read and accepted the cunder is our quotation for				est
	Sir/Madam:		m	10		
	(2) Do not alter (3) All technica mandatory	this RFQ correctly, accurate the contents of this form a specifications are mandatequirements will disqualifullow these instructions will	in any w tory. Fai fy your q	ay. lure to comply uotation.	· ·	the
		INSTRUCT				
	Registration Number:					
I	PhilGEPS					
	TIN:					
	Name of Store/Shop (if applicable):					
	Address:					
	Name of Company:					

("Comply" or "Not Comply")

POLO SHIRT

Php450.00/pc

Specifications:

• Material: 100% polyester fabric

Design: Front and Back

• Buttons: 3

• Logo: Left chest



626 pcs



1.



Sizes:

Partial Report on Sizes of School Sports Club Polo Shirts			
SIZE OF PROMOTIONAL POLO SHIRT (XS, S, M, L, XL, XXL)	No of Sizes		
XS	20		
S	69		
M	121		
L	148		
XL	45		
2XL	18		
3XL	6		
4XL	1		
TOTAL	428		

TOTAL COST:

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

SCHEDULE OF REQUIREMENTS 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. To be deliver on or before November 3, 2025

FINANCIAL OFFER				
Approved Budget for the Contract	Your Total Offered Quotation			
Php281,700.00	In words:			

		In figures:	
Payment Details:	Payment shall be made promptly, but in no case later than thirty (30) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment 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 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