



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 (4th QUARTER)”** through **Small Value Procurement** pursuant to **Section 34** of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009.

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

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	COMMONLY USED SUPPLIES	Php480,800.00
2	JANITORIALS	Php51,000.00
3	COMPUTER PRINTER INKS	Php104,000.00

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 submit your **Best Offer** for the item/s described herein together with the following documents on or before **December 15, 2025 at 9:00 A.M.:**

- Business/Mayor's Permit**
- PhilGEPS Registration Number**
- Latest Income/Business Tax Return; and**
- 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.

08F/ROA/JLCC



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



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Certificate No. PHP QMS
22 93 0085

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 in 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

Date: _____

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

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)
LOT 1 - COMMONLY USED SUPPLIES						
1.	BATTERY, DRY CELL SEIZE AAA, ALKALINE LR03 , 2 pieces per blister pack Php60.00/pack	50 packs				
2.	BATTERY, DRY CELL SEIZE AA, ALKALINE LR06 , 2 pieces per blister pack Php60.00/pack	50 packs				
3.	GLUE , all-purpose, 200 grams Php80.00/bottle	50 bottles				
4.	RULER , 12 inches Php20.00/pc	30 pcs				
5.	INDEX TAB , sticker adhesive 10 colors x 20 sheets Php50.00/box	500 boxes				
6.	DATA FOLDER , made of chipboard, taglia lock, 15 x 9 x 3 inches Php160.00/pc	200 pcs				

7.	ENVELOPE , mailing, 10 pcs per pack Php15.00/pack	200 packs				
8.	CERTIFICATE HOLDER , Letter Size - (8.5/11) - Blue Php50.00/pc	200 pcs				
9.	CERTIFICATE HOLDER , A4 Size - Blue Php50.00/pc	100 pcs				
10.	CUSTOMIZED CERTIFICATE HOLDER , Red Letter Size with DepEd CALABARZON Logo Php150.00/pc	400 pcs				
11.	PLANNER (TOKEN) Leather , A5 Size, with DepEd CALABARZON Logo Php200.00/pc	500 pcs				
12.	STENO NOTEBOOK , 40 leaves Php30.00/pc	500 pcs				
13.	ID LACE , Red (with DepEd CALABARZON Print) Php20.00/pc	300 pcs				
14.	MARKER , Fluorescence, textliner 48, superfluosness, yellow or green color only Php40.00/pc	100 pcs				
15.	PLASTIC TRANSPARENT ACRYLIC CLIPBOARD , Long Php100.00/pc	50 pcs				

16.	BALLPEN , Black, smooth ink pen Php10.00/pc	500 pcs				
17.	GEL PEN , Green, 0.5mm, AGP13271 Php15.00/pc	50 pcs				
18.	GLUE GUN , small, heavy duty Php200.00/unit	20 units				
19.	LONG FASTENER , 8 inch, 70mm, Metal Php180.00/box	50 boxes				
20.	DOCUMENT KEEPER MAGAZINE FILE BOX , Long, N.Blue, Height: 10" inches Width: 5" inches Php400.00/pc	50 pcs				
21.	STORAGE FILE BOX , Brown, 12" x 16" Php200.00/pc	100 pcs				
22.	STICKER PAPER , 10 sheets per pack, matte Php60.00/pack	50 packs				
23.	USB CONNECTOR , RJ 45, Ethernet Adaptor Php300.00/pc	20 pcs				
24.	DUCT TAPE GRAY , 2" inches x 10 meters Php85.00/pc	10 pcs				

25.	DUCT TAPE GRAY , 3" inches x 10 meters Php100.00/pc	5 pcs				
26.	DATER STAMP , self-inking, mini-dater S-300 Php60.00/pack	30 packs				
27.	NOTEPAD , Stick-On, 0.5 c 1.75 inches, 100 sheets per pad 5 colors/500 sheets per pack Php60.00/pc	30 pcs				
28.	NOTEPAD , Stick-On, 76mm x 76mm, 100 sheets per pad Php59.00/pc	100 pcs				
29.	VELLUM BOARD PAPER , 200gsm, Pale Cream - Legal size - 10 sheets per pack Php60.00/pack	50 pcs				
30.	SIGN PEN , Hi-tecpoint V 1.0, Grip, Blue Php80.00/pc	200 pcs				
31.	TAPE , Electrical, PVC, 18mm x 16 meters Php30.00/pc	20 pcs				
32.	RING BINDER , PVC 1 1/8 28mm Php60.00/pc	20 pcs				
33.	HDMI CABLE , 5 meter, Male to Male HDMI Type A, up to 4K 60hz Php700.00/pc	10 pcs				

34.	HDMI CABLE , 10 meter, Male to Male HDMI Type A, up to 4K 60hz Php1,800.00/pc	20 pcs				
35.	UNIVERSAL SOCKET ADAPTOR , WUA-002 Php120.00/unit	30 units				
36.	BROTHER TZ-261 , 8m, Laminated 36mm, Black on White Tape, Genuine Php2,000.00/box	20 boxes				
TOTAL COST:						
LOT 2 - JANITORIAL SUPPLIES						
1.	BROOM (WALIS TAMBO) , Lightweight and durable and sturdy material, Trimmed weaved stronger fiber adhesive, Angled plastic mold head Php400.00/pc	30 pcs				
2.	DETERGENT POWDER , all-purpose, 1kg Php75.00/pouch	40 pouches				
3.	BLEACHING SOLUTION , 1 gallon Php100.00/bottle	10 bottles				
4.	DEODORANT CAKE Php50.00/pc	100 pcs				

5.	PAPER CUPS , 5 OZ., white, 50 pcs/pack Php60.00/pack	10 packs				
6.	TRASHBAG , XL Size, 10 pcs per roll/pack Php90.00/pack/roll	200 packs/ rolls				
7.	FABRIC CONDITIONER , Antibac+ Kontra Germs, Refill (with safeguard), 1.38L Php320.00/bottle	20 bottles				
8.	TISSUE , Facial, Box, Unscented, 2-ply, 150-200 pulls Php100.00/pc	50 pcs				
TOTAL COST:						
LOT 3 - COMPUTER PRINTER INKS						
1.	EPSON INK 003 , 65ml, Black, Genuine Php400.00/bottle	50 bottles				
2.	EPSON INK 003 , 65ml, CYAN, Genuine Php400.00/bottle	20 bottles				
3.	EPSON INK 003 , 65ml, MAGENTA, Genuine Php400.00/bottle	20 bottles				
4.	EPSON INK 003 , 65ml, YELLOW, Genuine Php400.00/bottle	20 bottles				

5.	COMPUTER RIBBON , EPSON FX-2190, Genuine Php500.00/pc	10 pcs				
6.	WASTE INK PAD , for Epson L5290 Php300.00/pc	20 pcs				
7.	CANON PIXMA , GI-790BK Ink, Black, Genuine Php450.00/bottle	5 bottles				
8.	CANON PIXMA , GI-790C Ink, Cyan, Genuine Php450.00/bottle	5 bottles				
9.	CANON PIXMA , GI-790M Ink, Magenta, Genuine Php450.00/bottle	5 bottles				
10.	CANON PIXMA , GI-790Y Ink, Yellow, Genuine Php450.00/bottle	5 bottles				
11.	HP PRINTHEAD SMART TANK 515 , Black, Genuine Php2,000.00/carriage	10 carriages				
12.	HP PRINTHEAD SMART TANK 515 , Colored, Genuine Php2,000.00/carriage	10 carriages				
TOTAL COST:						

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

<p><u>SCHEDULE OF REQUIREMENTS</u></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><u>BIDDER’S STATEMENT OF COMPLIANCE</u></p> <p>(“Comply” or “Not Comply”)</p>
<p>15 Calendar Days upon Receipt of the P.O</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
LOT 1 - Php480,800.00	In words:
	In figures:
LOT 2 - Php51,000.00	In words:
	In figures:
LOT 3 - Php104,000.00	In words:
	In figures:
<u>Payment Details:</u>	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