



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 (1<sup>st</sup> QUARTER)”** 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) are as follows:

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	COMMONLY USED SUPPLIES	Php635,570.00
2	JANITORIALS	Php61,740.00
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 **March 18, 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.

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

<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>Unit Cost (VAT Inclusive)</b>	<b>Total Cost (VAT Inclusive)</b>
<b>LOT 1 - COMMONLY USED SUPPLIES</b>						
1.	<b>BATTERY, DRY CELL SIZE AA</b> , Alkaline LR06, 2 pieces/blister pack <b>Php60.00/pc</b>	<b>200 pcs</b>				
2.	<b>EXTERNAL HARD DRIVE</b> , 1TB, 2.5”HDD, USB 3.0, 1 unit in individual box <b>Php3,000.00/unit</b>	<b>20 units</b>				
3.	<b>FLASH DRIVE</b> , 16 GB capacity, 1 piece in individual blister pack <b>Php200.00/pc</b>	<b>50 pcs</b>				
4.	<b>TAPE</b> , Electrical, PVC, 18mm x 16 meters <b>Php30.00/roll</b>	<b>20 rolls</b>				
5.	<b>CLIP</b> , foldback, binder clip, 32mm, 12pcs/box <b>Php35.00/box</b>	<b>100 boxes</b>				
6.	<b>FASTENER</b> , Metal, Non-sharp edges, 70mm between prongs, 50 sets/box <b>Php90.00/box</b>	<b>30 boxes</b>				

7.	<b>FILE TAB DIVIDER</b> , A4, Colored, 5 sheets/pack <b>Php35.00/pack</b>	<b>50 packs</b>				
8.	<b>FILE TAB DIVIDER</b> , Legal, Colored, 5 sheets/pack <b>Php45.00/pack</b>	<b>50 packs</b>				
9.	<b>PAPER SHREDDER</b> , heavy duty, cross-out <b>Php20,000.00/unit</b>	<b>7 units</b>				
10.	<b>RETRACTABLE BALLPEN</b> , Hi-Tecpoint V RT, 0.5, Black <b>Php80.00/pc</b>	<b>50 pcs</b>				
11.	<b>RETRACTABLE BALLPEN</b> , Hi-Tecpoint V RT, 1.0, Black <b>Php80.00/pc</b>	<b>50 pcs</b>				
12.	<b>PLANNER (Token)</b> , Leather, A5 Size, with DepEd Calabarzon Logo <b>Php200.00/pc</b>	<b>110 pcs</b>				
13.	<b>VERTICAL FILE FOLDER</b> , 15 x 9 x 3 inches, Navy Blue <b>Php180.00/pc</b>	<b>250 pcs</b>				
14.	<b>VERTICAL FILE FOLDER</b> , 15 x 9 x 3 inches, Pink <b>Php180.00/pc</b>	<b>30 pcs</b>				

15.	<b>VERTICAL FILE FOLDER</b> , 15 x 9 x 3 inches, Orange <b>Php180.00/pc</b>	<b>30 pcs</b>				
16.	<b>COLORED PAPER</b> , A4, 80gsm, Neon Pink <b>Php600.00/ream</b>	<b>2 reams</b>				
17.	<b>COLORED PAPER</b> , A4, 80gsm, Neon Green <b>Php600.00/ream</b>	<b>2 reams</b>				
18.	<b>COLORED PAPER</b> , A4, 80gsm, Neon Orange <b>Php600.00/ream</b>	<b>2 reams</b>				
19.	<b>COLORED PAPER</b> , A4, 80gsm, Neon Yellow <b>Php600.00/ream</b>	<b>2 reams</b>				
20.	<b>COLORED PAPER</b> , A4, 80gsm, Pink <b>Php600.00/ream</b>	<b>5 reams</b>				
21.	<b>COLORED PAPER</b> , A4, 80gsm, Sky Blue <b>Php600.00/ream</b>	<b>8 reams</b>				
22.	<b>CUSTOMIZED CERTIFICATE HOLDER</b> , Red, Letter Size with DepEd Calabarzon logo <b>Php150.00/pc</b>	<b>500 pcs</b>				
23.	<b>VELLUM BOARD PAPER</b> , 200gsm, Pale Cream, Legal Size, 10 sheets/pack <b>Php60.00/pack</b>	<b>30 packs</b>				

24.	<b>CANNON LAID PAPER (Brilliant White)</b> , 8 1/2 x 11, 85gsm, 500 sheets/ream <b>Php1,250.00/ream</b>	<b>24 reams</b>				
25.	<b>UNIVERSAL OUTLET EXTENSION CORD</b> , 4 gang with switch <b>Php500.00/unit</b>	<b>15 units</b>				
26.	<b>STORAGE FILE BOX</b> , Brown, 12"x 16" <b>Php200.00/pc</b>	<b>30 pcs</b>				
27.	<b>BLUE STORAGE BOX</b> , 15.5" x 11" x 11" (PORTABLE BOX WITH POCKET / STORAGE BOX) Size: 15.5 x 11 x 11 <b>Php500.00/pc</b>	<b>20 pcs</b>				
28.	<b>STORAGE BOX/MAGAZINE BOX with LID</b> , Legal, Blue <b>Php300.00/pc</b>	<b>50 pcs</b>				
29.	<b>ACRYLIC NAMEPLATE STAND (for desk)</b> , landscape, side loading design, angled slant back design, 12 inches x 3 inches, 1.636kg <b>Php210.00/pc</b>	<b>12 pcs</b>				
30.	<b>EXPANDING ENVELOP</b> , Long, with Garter, Yellow <b>Php15.00/pc</b>	<b>10 pcs</b>				
31.	<b>TRANSPARENT STICKER PAPER</b> , A4, 170 gsm, 10 sheets/pack <b>Php200.00/pack</b>	<b>10 packs</b>				

32.	<b>PHOTO PAPER</b> , A4, 10 sheets/pack, Glossy <b>Php80.00/pack</b>	<b>50 packs</b>				
33.	<b>PUSH PIN</b> , Assorted Color, 100s/packs <b>Php60.00/pack</b>	<b>10 packs</b>				
34.	<b>THUMBTACKS</b> , Gold, 100s/box <b>Php50.00/box</b>	<b>10 boxes</b>				
35.	<b>GEL PEN</b> , Green, 0.5mm <b>Php15.00/pc</b>	<b>100 pcs</b>				
36.	<b>STICKER PAPER</b> , Matte, 10 sheets/pack <b>Php60.00/pack</b>	<b>50 packs</b>				
37.	<b>INDEX TAB</b> , sticker adhesive, 10 colors x 20 sheets <b>Php50.00/pack</b>	<b>200 packs</b>				
38.	<b>BOARD PAPER</b> , 200gsm, Pale Cream, A4 size, 10 sheets/pack <b>Php60.00/pack</b>	<b>100 packs</b>				
39.	<b>STAPLE WIRE</b> , Copper No. 35 <b>Php80.00/box</b>	<b>60 boxes</b>				
40.	<b>NUMBERING MACHINE STAMP</b> , 8 digits <b>Php1,000.00/unit</b>	<b>1 unit</b>				

41.	<b>CUSTOMIZED SELF-INKING STAMP</b> , 50 x 30mm imprint size, with dater (Received stamp for Records Section)  <b>Php2,500.00/unit</b>	<b>2 units</b>				
42.	<b>CUSTOMIZED SELF-INKING STAMP</b> , 50 x 30mm imprint size, with dater (Released stamp for Records Section)  <b>Php2,500.00/unit</b>	<b>2 units</b>				
43.	<b>COMPUTER Wi-Fi DONGLE</b> , AC1300, High Gain Wireless Dual Band, USB Adaptor  <b>Php1,100.00/unit</b>	<b>5 units</b>				
44.	<b>DIGITAL VOICE RECORDER</b> , memory: 4GB (expandable), 1 unit in individual box  <b>Php6,500.00/unit</b>	<b>2 units</b>				
45.	<b>WIRELESS PRESENTATION REMOTE AND LASER POINTER</b> , R400 2.4 GHz, Genuine  <b>Php1,800.00/unit</b>	<b>5 units</b>				
46.	<b>LIBRARY BOOK TROLLEY</b> , three layers, heavy-duty  Material: steel or metal with powder coated finish Number of Shelves: 3 Weight Capacity: 100kg Mobility: 4 swivel wheels for easy movement Handles: Integrated on both sides for pushing/pulling  <b>Php15,000.00/unit</b>	<b>1 unit</b>				

47.	<b>CASH BOX SAFE</b> with Lock combination <b>Php3,000.00/unit</b>	<b>1 unit</b>				
48.	<b>COMPUTER CONTINUOUS FORM</b> , 3 ply carbonless plain - 11 x 9.5 <b>Php900.00/box</b>	<b>75 boxes</b>				
					<b>TOTAL COST:</b>	
<b>LOT 2 - JANITORIAL SUPPLIES</b>						
1.	<b>DETERGENT POWDER</b> , all-purpose, 1 kg/pouch <b>Php75.00/pouch</b>	<b>30 pouches</b>				
2.	<b>TRASHBAG</b> , XXL Size, with Tie, 37 x 40 inches, 0.02mm thickness, 10 pcs/roll/pack <b>Php130.00/pack/roll</b>	<b>100 packs/ rolls</b>				
3.	<b>TRASHBAG</b> , XL Size, with Tie, 30 x 37 inches, 0.02mm thickness, 10 pcs/roll/pack <b>Php90.00/pack/roll</b>	<b>100 packs/ rolls</b>				
4.	<b>TRASHBAG</b> , L Size, with Tie, 26 x 32 inches, 0.02mm thickness, 10 pcs/roll/pack <b>Php60.00/pack/roll</b>	<b>100 packs/ rolls</b>				
5.	<b>DISHWASHING LIQUID</b> , 1 gallon <b>Php100.00/gallon</b>	<b>30 gallons</b>				

6.	<b>GLASS CLEANER</b> , Multi-surface cleaner, fresh, 500ml <b>Php200.00/bottle</b>	<b>20 bottles</b>				
7.	<b>SCRUB SPONGE</b> , Tough Clean, Heavy-Duty <b>Php50.00/piece</b>	<b>15 pcs</b>				
8.	<b>DEODORANT CAKE</b> , Scented, 50kg <b>Php50.00/pc</b>	<b>100 pcs</b>				
9.	<b>CAR AIR FRESHENER</b> , 42kg, Spillproof, Newport New Car Scent <b>Php300.00/pc</b>	<b>50 pcs</b>				
10.	<b>MULTI-PURPOSE DIRT AND STAIN REMOVER</b> , 250g <b>Php150.00/pc</b>	<b>10 pc</b>				
11.	<b>ORIGINAL VS1 PROTECTOR</b> , 250ml <b>Php320.00/can</b>	<b>7 cans</b>				
<b>TOTAL COST:</b>						
<b>LOT 3 - COMPUTER PRINTER INKS</b>						
1.	<b>EPSON INK 001</b> , 127ml, Black, Genuine <b>Php600.00/bottle</b>	<b>30 bottles</b>				
2.	<b>EPSON INK 001</b> , 70ml, CYAN, Genuine <b>Php500.00/bottle</b>	<b>20 bottles</b>				

3.	<b>EPSON INK 001</b> , 70ml, MAGENTA, Genuine <b>Php500.00/bottle</b>	<b>20 bottles</b>				
4.	<b>EPSON INK 001</b> , 70ml, YELLOW, Genuine <b>Php500.00/bottle</b>	<b>20 bottles</b>				
5.	<b>EPSON INK 003</b> , 65ml, Black, Genuine <b>Php400.00/bottle</b>	<b>50 bottles</b>				
6.	<b>EPSON INK 003</b> , 65ml, CYAN, Genuine <b>Php400.00/bottle</b>	<b>20 bottles</b>				
7.	<b>EPSON INK 003</b> , 65ml, MAGENTA, Genuine <b>Php400.00/bottle</b>	<b>20 bottles</b>				
8.	<b>EPSON INK 003</b> , 65ml, YELLOW, Genuine <b>Php400.00/bottle</b>	<b>20 bottles</b>				
9.	<b>INK CARTRIDGE</b> , Canon CL 811, Colored <b>Php1,350.00/cart</b>	<b>5 carts</b>				
10.	<b>INK CARTRIDGE</b> , Canon PG-810, Black <b>Php1,050.00/cart</b>	<b>5 carts</b>				
<b>TOTAL COST:</b>						

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

<p align="center"><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 align="center"><b><u>BIDDER’S STATEMENT OF COMPLIANCE</u></b> <b>(“Comply” or “Not Comply”)</b></p>
<p align="center"><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>
<p align="center"><b>LOT 1 - Php635,570.00</b></p>	In words:
	In figures:
<p align="center"><b>LOT 2 - Php61,740.00</b></p>	In words:
	In figures:
<p align="center"><b>LOT 3 - Php104,000.00</b></p>	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