



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 **“SUPPLIES AND MATERIALS FOR THE WORKSHOP FOR THE PROJECT LEAP: LEARNERS EMPOWERMENT AND ADVANCEMENT PROGRAM (TRAINING AND CAPACITY BUILDING ON LEADERSHIPS AND SKILLS DEVELOPMENT FOR YOUTH FORMATORS WITH INTEGRATION OF MENTAL HEALTH AND YES - O CAMP)”** 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	SUPPLIES AND MATERIALS	Php95,930.00
2	ADVOCACY CAMPAIGN MATERIALS	Php165,990.00
3	ICT EQUIPMENT	Php69,696.00

**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 **June 22, 2026 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.

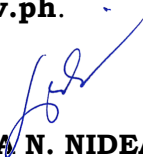
Quotation may be submitted through electronic mail at **bac.calabarzon@deped.gov.ph** or physically at Procurement Unit, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal.



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 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**.

  
**LOIDA N. NIDEA**  
BAC Chairperson

**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>Bidder's Statement of Compliance ("Comply" or "Not Comply")</b>	<b>Unit Cost (VAT Inclusive)</b>	<b>Total Cost (VAT Inclusive)</b>
<b>LOT 1 - SUPPLIES AND MATERIALS</b>					
1.	<b>ID CARD CASE HOLDER</b> , Horizontal Clear and Transparent, A7 <b>with string</b> , assorted <b>Php34.00/pc</b>	<b>195 pcs</b>			
2.	<b>NOTEBOOKS</b> , Stenograph, A5, 60 leaves <b>Php32.00/pc</b>	<b>75 pcs</b>			
3.	<b>BALLPEN</b> , Gel, Black, 0.5mm <b>Php10.00/pc</b>	<b>80 pcs</b>			
4.	<b>PLASTIC ENVELOPE</b> , Long, with plastic handle, Assorted, Transparent <b>Php84.00/pc</b>	<b>75 pcs</b>			
5.	<b>GLUE GUN</b> , Mini, 20w <b>Php100.00/pc</b>	<b>50 pcs</b>			
6.	<b>GLUE STICK</b> , 10 pcs/pack, 7mm <b>Php36.00/pack</b>	<b>30 packs</b>			
7.	<b>WHITE GLUE</b> , 130g <b>Php65.00/pc</b>	<b>30 pcs</b>			
8.	<b>SCISSORS</b> , 7 inches, Long <b>Php68.00/pcs</b>	<b>40 pcs</b>			
9.	<b>DOUBLE-SIDED TAPE</b> , 1 inch wide <b>Php38.00/pc</b>	<b>30 pcs</b>			
10.	<b>MASKING TAPE</b> , 12mm x 25 yards <b>Php30.00/pc</b>	<b>30 pcs</b>			

11.	<b>PERMANENT MARKER PEN</b> , Black, 10 pcs/box  <b>Php296.00/box</b>	<b>3 boxes</b>			
12.	<b>LAID BOND PAPER</b> , 100GSM, Letter Size, Brilliant White  <b>Php62.00/pack</b>	<b>80 packs</b>			
13.	<b>CONSTRUCTION PAPER</b> , 9x12 inch, 20s, assorted  <b>Php35.00/pack</b>	<b>35 packs</b>			
14.	<b>CERTIFICATE HOLDER</b> , double-sided with emboss name and logo of CALABARZON, Red, Letter size  <b>Php167.00/pc</b>	<b>195 pcs</b>			
15.	<b>SPINE BOARDS AND STRAPS</b>  <b>Php3,005.00/pc</b>	<b>5 pcs</b>			
16.	<b>PARACORD ROPE FOR BRACELET</b> , 3mm, Assorted, 100ft.  <b>Php247.00/pc</b>	<b>20 pcs</b>			
17.	<b>WHITE TRIANGULAR BANDAGES</b> , 34x34x54 inches  <b>Php42.00/pc</b>	<b>85 pcs</b>			
18.	<b>NYLON ROPE</b> , 12mm  <b>Php3,837.00/pc</b>	<b>1 pc</b>			
<b>TOTAL COST:</b>					
<b>LOT 2 - ADVOCACY CAMPAIGN MATERIALS</b>					
1.	<b>TOTE BAG</b> , w/ print of event name and CALABARZON logo, 10 inches x 12 inches  <b>Php76.00/pc</b>  <b>Specification:</b>  	<b>75 pcs</b>			

2.	<p><b>PRINTED POLO SHIRT</b></p> <p><b>Php562.00/pc</b></p> <p><b>Specifications:</b></p> <ul style="list-style-type: none"> <li>• <b>Fabric Type:</b> 100% Polyester Microdot (Dri-fit) or 90% Polyester / 10% Spandex Blend</li> <li>• <b>Color Top Gradient:</b> Soft Lavender <ul style="list-style-type: none"> <li>▫ <b>Hex Code:</b> #D6ADEB</li> <li>▫ <b>RGB (Screen):</b> 214, 173, 235</li> <li>▫ <b>CMYK (Print Target):</b> 10, 30, 0, 0</li> </ul> </li> <li>• <b>Color Bottom Gradient:</b> Periwinkle Blue <ul style="list-style-type: none"> <li>▫ <b>Hex Code:</b> #697EC7</li> <li>▫ <b>RGB (Screen):</b> 105,126,199</li> <li>▫ <b>CMYK (Print Target):</b> 60,45, 0, 0</li> </ul> </li> </ul> <p><b>CUFF</b></p> <ul style="list-style-type: none"> <li>• <b>Fabric Type:</b> Polyester - Cotton Blend Flat Knit</li> <li>• <b>Color:</b> Soft Lavender <ul style="list-style-type: none"> <li>▫ <b>Hex Code:</b> #D6ADEB</li> <li>▫ <b>RGB (Screen):</b> 214, 173, 235</li> <li>▫ <b>CMYK (Print Target):</b> 10, 30, 0, 0</li> </ul> </li> </ul> <p><b>COLLAR</b></p> <ul style="list-style-type: none"> <li>• <b>Fabric Type:</b> Polyester - Cotton Blend Flat Knit</li> <li>• <b>Color Bottom Gradient:</b> Periwinkle Blue <ul style="list-style-type: none"> <li>▫ <b>Hex Code:</b> #697EC7</li> <li>▫ <b>RGB (Screen):</b> 105,126,199</li> <li>▫ <b>CMYK (Print Target):</b> 60,45, 0, 0</li> </ul> </li> </ul> <p><b>PLACKET</b></p> <ul style="list-style-type: none"> <li>• <b>Fabric Type:</b> 100% Polyester Microdot (Dri-fit) or 90% Polyester / 10% Spandex Blend</li> <li>• <b>Buttons:</b> Two White - Plastic / Resins</li> <li>• <b>Color:</b> Soft Lavender <ul style="list-style-type: none"> <li>▫ <b>Hex Code:</b> #D6ADEB</li> <li>▫ <b>RGB (Screen):</b> 214, 173, 235</li> <li>▫ <b>CMYK (Print Target):</b> 10, 30, 0, 0</li> </ul> </li> </ul> <p><b>LOGO:</b></p> <ul style="list-style-type: none"> <li>▫ <b>Application Method:</b> Direct-to-Film (DTF) Transfer or High-Density Embroidery</li> </ul>	<b>195 pcs</b>			
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	<p>□ <b>Dimension:</b></p> <ul style="list-style-type: none"> <li>○ <b>Width:</b> 3.0 to 3.5 inches (Standard Adult left-chest sizing)</li> <li>○ <b>Height:</b> Scaled proportionally to the width maintain the logo's aspect ratio</li> </ul>  <p>The image shows two views of a purple polo shirt. The top view is a front view with callouts for 'Polo Shirt - Collar', 'Polo Shirt - Placket', 'Polo Shirt - Cuff', and 'Polo Shirt - Logo'. The bottom view is a back view with callouts for 'Polo Shirt - Collar' and 'Polo Shirt - Cuff'.</p>				
3.	<p><b>TUMBLER</b>, with Customized print of Youth logo and event name</p> <p><b>Php260.00/pc</b></p> <p><b>Specifications:</b>  <b>With Lid, Straw and Cup Holder</b></p> <ul style="list-style-type: none"> <li>• <b>Capacity:</b> 40 oz</li> <li>• <b>Metal Composition (Tumbler and Straw):</b> 18/8 Food-Grade Stainless Steel (Type 304)</li> <li>• <b>Logo Dimension:</b> 2.5 to 3.5 inches (6.35 cm to 8.89 cm) wide</li> <li>• <b>Logo Application:</b> UV Printing</li> <li>• <b>Base Color Application:</b> Power Coating</li> <li>• <b>Color Top Gradient Tumbler:</b> Soft Lavender</li> </ul> <p>□ <b>Hex Code:</b> #D6ADEB</p>	<p><b>195 pcs</b></p>			

	<ul style="list-style-type: none"> <li>▫ <b>RGB (Screen):</b> 214, 173, 235</li> <li>▫ <b>CMYK (Print Target):</b> 10, 30, 0, 0</li> <li>• <b>Color Bottom Gradient:</b> Periwinkle Blue <ul style="list-style-type: none"> <li>▫ <b>Hex Code:</b> #697EC7</li> <li>▫ <b>RGB (Screen):</b> 105,126,199</li> <li>▫ <b>CMYK (Print Target):</b> 60,45, 0, 0</li> </ul> </li> </ul>				
					
<b>TOTAL COST:</b>					
<b>LOT 3 - ICT EQUIPMENT</b>					
1.	<b>SET OF TWO-WAY WALKIE TALKIE RADIO</b> , 400-470 MHz, 16 Channels <b>Php1,295.00/pc</b>	<b>3 pcs</b>			
2.	<b>EXTERNAL HARD DRIVE</b> , 1 TB, SSD <b>Php6,716.00/pc</b>	<b>1 pc</b>			
3.	<b>PRINTER</b> , 3-in-1 Multi-function, Automatic Duplex Printing <b>Php18,330.00/pc</b> <b>Specifications:</b> <ul style="list-style-type: none"> <li>• <b>All-in-One Function:</b> Print, Scan, Copy</li> <li>• <b>Product Dimensions:</b> 375 x 347 x 187 mm (Width x Depth x Height)</li> <li>• <b>Interfaces:</b> USB, Ethernet, WiFi Direct</li> <li>• <b>Color:</b> Black</li> </ul>	<b>1 pc</b>			
4.	<b>FOLDABLE CAMERA DRONE</b> , 4k/60fpc HDR, 31Min Max Flight	<b>1 pc</b>			

	<b>Php37,430.00/pc</b>				
5.	<b>ELECTRIC EXTENSION CORD</b> , 5-Gang with Switch, 6 ft. Cord <b>Php667.00/pc</b>	<b>5 pcs</b>			
<b>TOTAL COST:</b>					

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

<p><b><u>SCHEDULE OF REQUIREMENTS</u></b> 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> <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 1 - Php95,930.00</b>	In words:
	In figures:
<b>LOT 2 - Php165,990.00</b>	In words:
	In figures:
<b>LOT 3 - Php69,696.00</b>	In words:
	In figures:
<b><u>Payment Details:</u></b>	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.
<b>Banking Institution</b>	
<b>Account Number</b>	
<b>Account Name</b>	

<b>Branch</b>	
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**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