



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION

The **Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee, intends to invite eligible bidder for the **"PROCUREMENT of Printing Services and DELIVERY of Supplies for Project No. 24-06-065A: Procurement of Supplies and Services for the Printing of National Learning Camp Workbooks and Lesson Plans (Short of Award)"** for CY 2024 in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Six Hundred Seventy-Two Thousand Four Hundred Fifty-Four Pesos and Seventy Cents Only P672,454.70.**

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than June 18, 2024, 10:30 AM** at the DepEd Schools Division Office-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted through facsimile or email at the address and contact numbers indicated below.

A copy of your **2024 Business/Mayor's Permit and PhilGEPS Registration Number** is also 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 Mayor's/Business Permit.

For any clarification, you may contact us at telephone no. **(082)-553-8396**, or email address at bac.digocity@deped.gov.ph.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.

BAC Chairperson

For and in the absence of the BAC Chairperson

CLARENCE S. PILLERIN

BAC Vice-Chairperson

	Date: June 13, 2024
Name of Company :	_____
Address :	_____
Name of Store/Shop :	_____
Address :	_____
TIN :	_____
PhilGEPS Registration Number :	_____
RFQ Number :	24-06-065A

INSTRUCTIONS:

(1) Accomplish this RFQ correctly and accurately.
(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

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.

Item	Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
		<i>Procurement of Printing Services and Delivery of: (Short of Award)</i>			
		<i>National Learning Camp Workbooks and Lesson Plans</i>			
		<i>Packed by Grade Level and by Learning Area</i>			
Lot 1	piece	Grade 1, Lesson Plans (Math) Book Size: A4 No. of pages: 111 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 111 (pages) 92 (copies) .70 (price per page) 3.00 (price cover page/front/back)	92		
	piece	Grade 1, Workbook (Math) Book Size: A4 No. of pages: 86 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 86 (pages) 917 (copies) .70 (price per page) 3.00 (Price cover page/front/back)	917		
	piece	Grade 1, Workbook (Reading) Book Size: A4 No. of pages: 72 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating	917		

	<p>Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 72 (pages) 917 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>			
piece	<p>Grade 1, Lesson Plans (Reading) Book Size: A4 No. of pages: 85 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 85 (pages) 92 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>	92		
piece	<p>Grade 2, Lesson Plans (Math) Book Size: A4 No. of pages: 165 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 165 (pages) 72 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>	72		
piece	<p>Grade 2, Workbook (Math) Book Size: A4 No. of pages: 138 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 138 (pages) 717 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>	717		
piece	<p>Grade 2, Lesson Plans (Reading) Book Size: A4 No. of pages: 165 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 165 (pages) 72 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>	72		
piece	<p>Grade 2, Workbook (Reading) Book Size: A4</p>	717		

	<p>No. of pages: 138 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 138 (pages) 717 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>			
piece	<p>Grade 3, Lesson Plans (Math) Book Size: A4 No. of pages: 76 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 76 (pages) 70 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>		70	
piece	<p>Grade 3, Workbook (Math) Book Size: A4 No. of pages: 76 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 76 (pages) 689 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>		689	
piece	<p>Grade 3, Lesson Plans (Reading) Book Size: A4 No. of pages: 76 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 76 (pages) 70 (copies) .70 (price per page) 3.00 (Price cover page/front/back</p>		70	
piece	<p>Grade 3, Workbook (Reading) Book Size: A4 No. of pages: 76 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages.</p>		689	

	<p>Details: 76 (pages) 689 (copies) .70 (price per page) 3.00 (Price cover page/front/back)</p>			
piece	<p>Grade 7 and Grade 8, Lesson Plans (English) Book Size: A4 No. of pages: 81 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Sttch for those below 96 pages. Details: 81 (pages) 42 (copies) 27 (copies) .70 (price per page) 3.00 (Price cover page/front/back)</p>	69		
piece	<p>Grade 7 and Grade 8, Workbook (English) Book Size: A4 No. of pages: 92 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Sttch for those below 96 pages. Details: 92 (pages) Grade 7 (430), Grade 8 (300) .70 (price per page) 3.00 (Price cover page/front/back)</p>	730		
piece	<p>Grade 7 and Grade 8, Resource Booklet (English) Book Size: A4 No. of pages: 33 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Sttch for those below 96 pages. Details: 33 (pages) 415 (copies) 270 (copies) .70 (price per page) 3.00 (Price cover page/front/back)</p>	730		
piece	<p>Grade 7 and Grade 8, Lesson Plan/ Teacher Notes (Math) Book Size: A4 No. of pages: 120 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Sttch for those below 96 pages. Details: 120 (pages) 42(copies) 27(copies) .70 (price per page) 3.00 (Price cover page/front/back)</p>	69		
piece	<p>Grade 7 and Grade 8, Resource Booklet (Math) Book Size: A4 No. of pages: 70 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper</p>	730		

	<p>Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 70 (pages) 430 (copies) 300 (copies) .70 (price per page) 3.00 (Price cover page/front/back)</p>			
piece	<p>Grade 7 and Grade 8, Workbook (Math) Book Size: A4 No. of pages: 113 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 113 (pages) 430 (copies) 300 (copies) .70 (price per page) 3.00 (Price cover page/front/back)</p>	730		
piece	<p>Grade 7 Lesson Plan/ Teacher Notes (Science) Book Size: A4 No. of pages: 72 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 72 (pages) 44(copies) .70 (price per page) 3.00 (Price cover page/front/back)</p>	44		
piece	<p>Grade 8 Lesson Plan/ Teacher Notes (Science) Book Size: A4 No. of pages: 69 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 69 (pages) 30(copies) .70 (price per page) 3.00 (Price cover page/front/back)</p>	30		
piece	<p>Grade 7 Teacher Notes (Science) Book Size: A4 No. of pages: 33 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 33 (pages) 44(copies)</p>	44		

	.70 (price per page) 3.00 (Price cover page/front/back)			
piece	Grade 8 Teacher Notes (Science) Book Size: A4 No. of pages: 36 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 36 (pages) 27(copies) .70 (price per page) 3.00 (Price cover page/front/back)	30		
piece	Grade 7 Workbook (Science) Book Size: A4 No. of pages: 59 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 59 (pages) 430(copies) .70 (price per page) 3.00 (Price cover page/front/back)	430		
piece	Grade 8, Workbook (Science) Book Size: A4 No. of pages: 60 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 60 (pages) 300(copies) .70 (price per page) 3.00 (Price cover page/front/back)	300		
piece	Grade 9 and 10, Workbook Intervention (English) Book Size: A4 No. of pages: 101 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3% Brightness:80% with-3% Color: Cover Black only with 1 Side UV Coating Inside Pages: Black back-to-back print Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages. Details: 101 (pages) 527 (copies) .70 (price per page) 3.00 (Price cover page/front/back)	527		
piece	Grade 9 and 10, Resource Booklet Intervention (English) Book Size: A4 No. of pages: 44 Cover Stock: Fold Cote Cal 12 solid white. Inside Pages: uncoated text paper Basis wt. 70gsm with -3% Opacity: 90% with -3%	54		

	<p>brightness:80% with-3%</p> <p>Color: Cover Black only with 1 Side UV Coating</p> <p>Inside Pages: Black back-to-back print</p> <p>Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages.</p> <p>Details:</p> <p>44 (pages)</p> <p>52 (copies)</p> <p>.70 (price per page)</p> <p>3.00 (Price cover page/front/back)</p>			
piece	<p>Grade 9 and 10, Lesson Plan and Teacher's Notes Intervention (English)</p> <p>Book Size: A4</p> <p>No. of pages: 99</p> <p>Cover Stock: Fold Cote Cal 12 solid white.</p> <p>Inside Pages: uncoated text paper</p> <p>Basis wt. 70gsm with -3%</p> <p>Opacity: 90% with -3%</p> <p>Brightness:80% with-3%</p> <p>Color: Cover Black only with 1 Side UV Coating</p> <p>Inside Pages: Black back-to-back print</p> <p>Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages.</p> <p>Details:</p> <p>99 (pages)</p> <p>52 (copies)</p> <p>.70 (price per page)</p> <p>3.00 (Price cover page/front/back)</p>	54		
piece	<p>Grade 9 and 10, Lesson Plan and Teacher's Notes Intervention (Mathematics)</p> <p>Book Size: A4</p> <p>No. of pages: 118</p> <p>Cover Stock: Fold Cote Cal 12 solid white.</p> <p>Inside Pages: uncoated text paper</p> <p>Basis wt. 70gsm with -3%</p> <p>Opacity: 90% with -3%</p> <p>Brightness:80% with-3%</p> <p>Color: Cover Black only with 1 Side UV Coating</p> <p>Inside Pages: Black back-to-back print</p> <p>Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages.</p> <p>Details:</p> <p>118 (pages)</p> <p>52 (copies)</p> <p>.70 (price per page)</p> <p>3.00 (Price cover page/front/back)</p>	54		
piece	<p>Grade 9 and 10, Resource Booklet Intervention (Math)</p> <p>Book Size: A4</p> <p>No. of pages: 80</p> <p>Cover Stock: Fold Cote Cal 12 solid white.</p> <p>Inside Pages: uncoated text paper</p> <p>Basis wt. 70gsm with -3%</p> <p>Opacity: 90% with -3%</p> <p>Brightness:80% with-3%</p> <p>Color: Cover Black only with 1 Side UV Coating</p> <p>Inside Pages: Black back-to-back print</p> <p>Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages.</p> <p>Details:</p> <p>80 (pages)</p> <p>52 (copies)</p> <p>.70 (price per page)</p> <p>3.00 (Price cover page/front/back)</p>	54		
piece	<p>Grade 9 and 10, Workbook Intervention (Math)</p> <p>Book Size: A4</p> <p>No. of pages: 113</p> <p>Cover Stock: Fold Cote Cal 12 solid white.</p> <p>Inside Pages: uncoated text paper</p> <p>Basis wt. 70gsm with -3%</p> <p>Opacity: 90% with -3%</p> <p>Brightness:80% with-3%</p> <p>Color: Cover Black only with 1 Side UV Coating</p> <p>Inside Pages: Black back-to-back print</p> <p>Finishing/Binding: Perfect Binding for those with 96 pages and above while Saddle Stitch for those below 96 pages.</p> <p>Details:</p> <p>113 (pages)</p> <p>52 (copies)</p> <p>.70 (price per page)</p>	527		

	3.00 (Price cover page/front/back)			
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*The above quoted prices are inclusive of all costs and applicable taxes

Financial Offer	
Approved Budget for the Contract Six Hundred Seventy Two Thousand Four Hundred Fifty Four Pesos and Seventy Cents Only P672,454.70	In words: _____ _____ _____ In figures: _____

Payment Details:	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 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	

SCHEDULE OF REQUIREMENTS	
The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.	
SCHEDULE OF REQUIREMENTS	Delivery Schedule
Delivery of goods/supplies (enumerated under Technical Specifications)	To be delivered within 7 days upon receipt of Purchase Order in the DepEd Schools Division of Digos City.

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 DepED 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, DepED 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.

Signature over printed name

Office Telephone/Fax/Mobile no.

Position/Designation

Email address/es