



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

REQUEST FOR QUOTATION

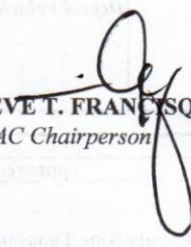
No. 25-08-106

The **Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee (BAC), intends to invite eligible bidders for the "**Procurement of Supplies and Services for the Maintenance of DepEd Vehicles**" with an Approved Budget for the Contract (ABC) of **Twenty Nine Thousand Four Hundred Seventy Pesos Only (P29,470.00)** through **NP-53.9 - Small Value Procurement** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184

Please quote your **best offer** for the item/s described herein, **subject to the attached Annexes A and B (Terms and Conditions)** provided as part of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than August 11, 2025, 1:30 PM** 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 **2025 Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. **A valid and updated Certificate of PhilGEPS Registration (Platinum Membership) (all pages)** 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.digoscity@deped.gov.ph


MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.
BAC Chairperson

¹ Failure to submit the required documents on time, or finding against the veracity thereof, shall disqualify the supplier/service provider for award. In case the notice for the submission of post-qualification documents is sent via the bidder's email, it shall be considered as received by the bidder on the date and time the email was sent, whether or not the bidder acknowledged the said email. It shall be the bidder's responsibility to check its/his/her email for the purpose.

Name of Company: _____
 Address: _____
 Name of Store/Shop: _____
 Address: _____
 Contact No.: _____
 TIN No.: _____
 PhilGEPS _____
 Registration Number: _____

RFQ No.: **25-08-106**Date: **August 7, 2025**Date and Time of Opening: **August 11, 2025, 1:30 PM****INSTRUCTIONS:**

- (1) Accomplish this Request for Quotation (RFQ) correctly and accurately.
- (2) The use of this RFQ is highly encouraged to minimize errors or omissions of the mandatory provisions.
 - If a different form is used other than the RFQ, the quotation shall contain all the mandatory provisions, including manifestation of the agreement with the Terms and Conditions below.
 - In case a prospective supplier or service provider submits a filled-out RFQ with a supporting document (i.e., price quotation in a different format), both documents shall be considered unless there is any discrepancy. In this case, provisions in the RFQ shall prevail.
- (3) Do not alter the contents of this form in any way.
- (4) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (5) 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 SPECIFICATIONS

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate "0" if the 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 Quantity	Unit	Bidder's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 1	Procurement of Supplies and Services for the Maintenance of DepEd Vehicles					
	Tentioner bearing	1	piece			
	Idler bearing	1	piece			
	Adjuster bearing	1	piece			
	Timing belt	1	piece			
	Transmission oil change	12	liter			
	Transmission filter	1	piece			
	Air cleaner/Cabin filter	1	piece			
	Wiper blades	1	set			
	Brake cleaning	1	lot			

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

SCHEDULE OF REQUIREMENTS

Item	Description	Delivery Schedule	Bidder's Statement of Compliance
Lot 1	Procurement of Supplies and Services for the Maintenance of DepEd Vehicles	Within fifteen (15) calendar days from receipt of Purchase Order. To be delivered in the Department of Education - Schools Division of Digos City	

FINANCIAL OFFER

Approved Budget for the Contract	Total Offered Quotation
Twenty Nine Thousand Four Hundred Seventy Pesos Only PHP 29,470.00	In words: _____ In figures: _____

PAYMENT DETAILS

Payment Terms:	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, subject to other payment terms as prescribed in this RFQ.
Banking Institution:	
Account Number:	
Account Name:	
Branch:	

CONFORME: (Annex "A")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

- Canvassed by:

CONFORME: (Annex "B")

Signature over Printed Name

Position/Designation

Office Telephone No. _____

Fax/Mobile No.

Email address/es