

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

## REQUEST FOR QUOTATION No. 25-09-121-A

The Department of Education, Schools Division of Digos City, through its Bids and Awards Committee (BAC), intends to invite eligible bidders for the "Supply and Delivery of Supplementary Learning Resources for Public School Library" with an Approved Budget for the Contract (ABC) of Three Hundred Sixty Four Thousand Four Hundred Eighty Seven Pesos and 98/100 Only (P364,487.98) 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 October 13, 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.

The Supplier/Service Provider with the Single/Lowest Calculated Quotation shall submit its **Omnibus Sworn Statement** (GPPB-prescribed forms) within a non-extendible period of five (5) calendar days from the receipt of the notice from the Bids and Awards Committee that it submitted the Single/Lowest Calculated Calculation.<sup>1</sup>

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

<sup>&</sup>lt;sup>1</sup> 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:	7
Name of Store/Shop:	
Address:	
Contact No.:	
TIN No.:	Representation of the Epidemonia
PhilGEPS Registration Number:	Ceparentel Concaron

RFQ No.: <u>25-09-121-A</u> Date: <u>October 7, 2025</u>

Date and Time of Opening: October 13, 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. Total Unit Cost **Total Cost** Quantity Statement of (Vat Inclusive) (Vat Inclusive) Compliance Supply and Delivery of Supplementary Learning Resources for Public School Library Bread and Pastry Production - JHS/SHS piece Food and Beverage Processing, A Beginner's Guide to Basic Food 3 piece Processing K to 12 - JHS/SHS Technology and Livelihood Education for the New Century Grade 7 K piece to 12 (Exploratory Courses) - JHS/SHS Technology and Livelihood Education for the New Century Grade 8 K piece to 12 (Exploratory Courses) - JHS/SHS Ang Bagong PANITIK: Filipino sa Panahon ng Pagbabago Grade 7 K 4 piece to 12 - JHS/SHS Ang Bagong PANITIK: Filipino sa Panahon ng Pagbabago Grade 8 K 4 piece to 12 - JHS/SHS Ang Bagong PANITIK: Filipino sa Panahon ng Pagbabago Grade 9 K piece to 12 - JHS/SHS Ang Bagong PANITIK: Filipino sa Panahon ng Pagbabago Grade 10 4 piece K to 12 - JHS/SHS In words: Lot 1 Total Offered Quotation In figures: PHP 17.844.20 Lot 1 Approved Budget for the Contract Seventeen Thousand Eight Hundred Forty Four Pesos and Twenty Cents Only Lot 2 Amazing Body Parts - JHS/SHS piece 3 Amazing Word Encyclopedia: Flowers - JHS/SHS 3 piece Amazing World Encyclopedia Set - JHS/SHS piece Amazing World Encyclopedia: Birds - JHS/SHS 3 piece Animals - JHS/SHS 3 piece Communication - JHS/SHS 3 piece Earth - JHS/SHS 3 piece Great Inventions - JHS/SHS 3 piece piece Human Anatomy - JHS/SHS 3 Insects and Spiders - JHS/SHS 3 piece Mammals - JHS/SHS 3 piece Mummies and Pyramids - JHS/SHS 3 piece Oceans and Rivers - JHS/SHS 3 piece Plants - JHS/SHS piece 3 Reptiles and Amphibians - JHS/SHS 3 piece Sensible Senses - JHS/SHS 3 piece Solar System - JHS/SHS 3 piece The Circulatory and Respiratory Systems - JHS/SHS 3 piece The Digestive, Urinary, and Excretory Systems - JHS/SHS 2 piece The Nervous Indocrine and Immune Systems - JHS/SHS 2 piece The Reproductive System - JHS/SHS 3 piece The Skeletal and Muscular System - JHS/SHS 3 piece Transport - JHS/SHS 3 piece Volcanoes and Earthquakes - JHS/SHS RFQ 25-09-121-A - Señires - Supplementary Learning Resources piece

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	Statistics and Probability: A Modern Approach for the New Generation (SHS) - JHS/SHS	3	piece		1
	Speak Confidently: A Guide to Effective Oral Communication (SHS) -	4	piece		
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Lot 10	High School 5 Core Subject Study Guide (Everything You Need), 5 Volumes Biology, Geometry, Pre-Algebra & Algebra, Chemistry, Computer Science & Coding - JHS/SHS	1	piece		
	Middle School Core Subject Study Guide (Everything You Need), 5 Volumes English, Science, Math, World History, Math Workbook - JHS/SHS	1	piece		
	Diksiyonaryong Traylingguwal - JHS/SHS	1	piece		
	Kalipunan Ng Mga Dulang Akda Ng Mga Mindanawon - JHS/SHS	1	piece		
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	SCHEDULE OF REQUIRE	MENTS	
Item	Description	Delivery Schedule	Bidder's Statement of Compliance
Lot 1 - 12	Supply and Delivery of Supplementary Learning Resources for Public School Library	Within fifteen (15) calendar days from receipt of Purchase Order to be delivered in the Department of Education - Schools Division of Digos City	

	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 Instituion:	
Account Number:	
Account Name:	
Branch:	

CONFOR	RME: (Annex "A")	4
	Signature over Printed Name	
Link	Position/Designation	
Signal	Office Telephone No.	
Powering	Fax/Mobile No.	
	Email address/es	_

ANNEX "B"

## TERMS AND CONDITIONS

- 1. Bidders shall provide the 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 and/or until the implementation of the program.
- 3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
- 4. Quotations exceeded the Approved Budget for the Contract shall be rejected.
- 5. Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.
- Products covered by the Bureau of Philippine Standards' (BPS) mandatory product certification schemes, whether locally manufactured or imported, are required to bear the Philippine Standard (PS) mark or Import Commodity Clearance (ICC).
- 7. Award of the 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.
- 8. 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.
- 9. The item/s shall be delivered according to the requirements specificied in the Technical Specifications.
- 10. The Department of Education Schools Division of Digos City shall have the right to inspect and/or to test the goods to confirm their conformity to the technical spe
- 11. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd Digos City Division shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-
- 12. 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 charged to the contractor's account.
- 13. 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.
- 14. 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 DepEd Digos City Division <u>may</u> 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.

anvassed by:	CONFORME: (Annex "B")
nature over Printed Name	Signature over Printed Name
1-1/-	Position/Designation
Dáte	Office Telephone No.
	Fax/Mobile No.