



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

REQUEST FOR QUOTATION
No. 25-10-132E

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 Printing Services for the Implementation of Multi Grade Program"** with an Approved Budget for the Contract (ABC) of **Eighty-Seven Thousand Four Hundred Forty-Four Pesos Only (P87,444.00)** 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 October 27, 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.

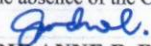
A copy of your **2025 Business/Mayor's Permit** and **PhilGEPS Registration Number** is also required to be submitted along with your signed quotation/proposal. **A valid and updated Certificate of PhilGEPS Registration (Platinum Membership) (all pages)** may be submitted in lieu of the Mayor's/s/Business 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.¹

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

For and in the absence of the Chairperson:


CHERRIE ANNE B. BOHOL
BAC Vice-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.: **25-10-132E**Date: **October 23, 2025**Date and Time of Opening: **October 27, 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 6	Supply and Delivery of Printing Services for the Implementation of Multi Grade Program					
	Budget of Work , with specifications: Book size: A4 (8.3" x 11.7") Including Cover Page Cover stock: Foldcote Cal. 12 solid white Inside pages: uncoated textpaper Basis wt.: 70 gsm with -3% Opacity: 90% with -3% Brightness: 80% with -3% Colors: Cover 4 colors with 1 Side UV Coating Colors: Inside pages Black (NOT back-to-back print) Finishing/Binding: Perfect Binding (Please see attached list of Budget of Work)	16488	page			
	Leveled Readers , with specifications: Book size: A4, (8.3" x 11.7") Including Cover Page Cover stock: Foldcote Cal. 12 solid white Inside pages: Uncoated textpaper Basis wt.: 70 gsm with -3% Opacity: 90% with -3% Brightness: 80% with -3% Colors: Cover 4 colors with 1 Side UV Coating Colors: Inside pages Black (NOT back-to-back print) Finishing/Binding: Perfect Binding (Please see attached list of Leveled Readers)	70956	page			

* 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 6	Supply and Delivery of Printing Services for the Implementation of Multi Grade Program	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
Eighty Seven Thousand Four Hundred Forty Four Pesos Only PHP 87,444.00	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

ANNEX "B"

TERMS AND CONDITIONS

- Bidders shall provide the correct and accurate information required in this form.
- 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.
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
- Quotations exceeded the Approved Budget for the Contract shall be rejected.
- 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).
- 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.
- 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 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 specifications.
- 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 06-2016.
- 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.
- 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.
- 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 may 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.

Canvassed by:


Signature over Printed Name

10/23/23
Date

CONFORME: (Annex "B")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es

BUDGET OF WORK

Item No.	Description	Quantity / Page
1	Filipino 3,4 Q2 W1 CM	2
2	Filipino 3,4 Q2 W1 LP	53
3	Filipino 3,4 Q2 W2 CM	2
4	Filipino 3,4 Q2 W2 LP	53
5	Filipino 3,4 Q2 W3 CM (Difficult)	10
6	Filipino 3,4 Q2 W3 CM (Easy)	2
7	Filipino 3,4 Q2 W3 LP	50
8	Filipino 3,4 Q2 W4 LP	59
9	Filipino 3,4 Q2 W5 LP	55
10	Filipino 3,4 Q2 W7 LP	57
11	Math 3,4 Q2	8
12	Math 3,4 Q3	12
13	Math 4,5,6 Q3	23
14	Math 4,5,6 Q4	20
15	Math 4,5,6 Q1	33
16	Math 4,5,6 Q2	19
Total No. of Pages		458
No. of copies to print		11
No. of Pages (With identified Learning Areas)		5038 Sub-Total 1
No. of Pages (Without defined Learning Areas to Print)		11450 Sub-Total 2
Total No. of Pages to print for Budget of Work		16488 Grand Total

LEVELED READERS

Item No.	Title of Workbook	Grade Level	Quarter	Subject	Pages
1	Estela at Lisa at Isang Linggo sa klase ni Gng. R	G2	Q1	Fil	24
2	Taguan at Ang Alaga kong si Mong	G2	Q1	Fil	24
3	Fruit and Trees and Today is Moving Day	G2	Q3	Eng	20
4	Do Your Chores and Making a Fire (Base 1)	G2	Q4	Eng	24
5	Do Your Chores and Making a Fire (Base 2)	G2	Q4	Eng	24
6	The End of the World and Animals (Base 1)	G2	Q4	Eng	28
7	The End of the World and Animals (Base 2)	G2	Q4	Eng	28
8	Pagyanig	G3	Q1	Fil	40
9	Ang Idolo ni Beatrice (Difficult)	G3	Q2	Fil	28
10	Ang Idolo ni Beatrice (Easy)	G3	Q2	Fil	28
11	Kabang (Difficult)	G3	Q2	Fil	28
12	Misteryo sa Villa Soledad (Difficult)	G3	Q2	Fil	40
13	Si Chico at Hasmin (Difficult)	G3	Q2	Fil	28
14	Ang Dula (Difficult)	G3	Q3	Fil	28
15	Ang Pamamasyal ni Korina (Difficult)	G3	Q3	Fil	28
16	Si Maria Makiling (Difficult)	G3	Q3	Fil	28
17	Ang mga Pambansang Produkto (Difficult)	G3	Q4	Fil	28
					476

Total no. of Copies to Print 45 pieces

LEVELED READERS

Item No.	Title of Workbook	Pages
1	Mr. Particular	28
2	Town of Makinang	28
3	Mr. Post Science Class	28
4	Problems at the Restaurant	28
5	The five sisters (Easy)	28
6	The five sisters (Difficult)	28
7	Loro Gets Stuck (Easy)	28
8	Loro Gets Stuck (Difficult)	28
9	Neighbors (Easy)	28
10	Neighbors (Difficult)	28
11	Let's Learn About Ecosystem (Easy)	40
12	Let's Learn About Ecosystem (Difficult)	40
13	The Scavenger Hunt (Easy)	28
14	The Scavenger Hunt (Difficult)	28
15	The Magic Show (Easy)	28
16	The Magic Show (Difficult)	28
17	Para, The Brave and Beautiful (Easy)	28
18	Para, The Brave and Beautiful (Difficult)	28
19	Great Investors, Inspiring Inventions (Easy)	40
20	Great Investors, Inspiring Inventions (Difficult)	40
21	Benjie's Long Trip (Easy)	28
22	Benjie's Long Trip (Difficult)	28
23	Bounty in our hand (Easy)	28
24	Bounty in our hand (Difficult)	28
25	The Biggest Storm (Easy)	28
26	The Biggest Storm (Difficult)	28
27	Wonders in the Sky (Easy)	40
28	Wonders in the Sky (Difficult)	40
29	Maligayang Pagdating sa Baguio	28
30	Kiko at Tomas	28
31	Si Maya sa Himpapawid	28
32	Sina Nina at Nonoy	28
33	Mga Bayani sa Kumonidad (Difficult)	28
34	Sa Kalye Sarado (Easy)	40
34	Sa Kalye Sarado (Difficult)	40
		1076
Total no. of Copies to Print		45 pieces