



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

REQUEST FOR QUOTATION

RFQ: No. 25-11-159B
Date: November 27, 2025

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 Manipulatives for Soong NHS Teen Center"** with an Approved Budget for the Contract (ABC) of **Fourteen Thousand Seventy Two Pesos Only (P14,072.00)** 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 December 1, 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 the BAC Secretariat at **(082)-553-8396**, or send email to bac.digoscity@deped.gov.ph

By the Authority of the Bids and Awards Committee (BAC)

CHERRIE ANNE B. BOHOL
Vice Chairperson, Bids and Awards Committee

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

RFQ No.: **25-11-159B**Date: **November 27, 2025**Date and Time of Opening: **December 1, 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 2	Supply and Delivery of Manipulatives for Soong NHS Teen Center					
	Rubiks cube, <i>Please see attached specifications</i>	1	piece			
	Scrabble, <i>Please see attached specifications</i>	1	set			
	Monopoly, <i>Please see attached specifications</i>	1	set			
	Word factory <i>Please see attached specifications</i>	1	set			
	Chessboard, <i>Please see attached specifications</i>	1	set			
	Damath board, <i>Please see attached specifications</i>	1	set			
	Guitar, <i>Please see attached specifications</i>	1	unit			

* 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 2	Supply and Delivery of Manipulatives for Soong NHS Teen Center	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
Fourteen Thousand Seventy Two Pesos Only PHP 14,072.00	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 001, s. 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

Date

CONFORME: (Annex "B")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email address/es



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GENERAL DESCRIPTION	TECHNICAL SPECIFICATIONS
1. Teachers table	• Top material: laminated particleboard or plywood, thickness ~ 18 mm, with edge banding/pvc edging. • Frame & legs: steel tubular or angle iron, powder-coated finish; or all wood quality if local school standard. • Overall dimension (for Philippine classroom teacher): approx width 1,200-1,500 mm, depth 600-700 mm, height ~760-800 mm. • Drawer/cabinet: at least one lockable drawer or storage cabinet under the table. • Finishes: scratch-resistant laminate or veneer, safe for school environment. • Warranty: min 1-year on frame, material defects.
2. Stand Cabinet	• Material: Steel cabinet (powder-coated) or heavy duty wood cabinet (plywood/MDF with laminate) for school use. E.g., sample steel cabinet: H ~1850mm × L ~900mm × D ~400mm at local store. • Doors: lockable, with hinges and handle. Shelves inside adjustable. • Dimensions: approx height ~1800mm, width ~900mm, depth ~400-500mm for storage of books/materials. • Finish: corrosion/ rust resistant (if steel), laminate finish (if wood) – suitable for classroom environment. • Security: lock and key, possibly ventilation. • Warranty/bulk serviceability.
3. Monoblock Chair	• Material: Polypropylene or other durable plastic, one-piece injection moulded. • Dimensions roughly: Seat width ~370-380 mm, seat height ~375-400 mm for adult use. Example: 375 mm seat width in one model.



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	• Capacity: Load capacity should meet Philippine standard for monobloc chairs — e.g., some brands test up to 200 kg. • Finish: Smooth surfaces, no sharp edges, stackable if space-saving. • Compliance: Should comply with relevant Philippine standard (PNS 1478-1/-2) for monobloc chairs.
4. Sala set-L-type	• Set: one L-shaped sofa + maybe a coffee table. For school lounge or waiting area. • Frame: hardwood or quality pine/metal frame, webbing or spring suspension. • Upholstery: fabric or synthetic leather appropriate for high-use area; easy-clean. • Dimension: L-type layout approx seats 3-4 persons; e.g., length ~2,000mm × width ~1,500mm. • Cushions: removable, foam density min ~30 kg/m³, durable seams. • Finish: stain resistant, durable upholstery, protective feet/glides. • Warranty/maintenance: cover service for 1 year; upholstery cleaning specifications.
5. Stand Electric Fan	• Type: Stand (pedestal) fan, oscillating, adjustable height. • Blade diameter: ~16" to 18" (~400-450mm) for effective air-circulation in a classroom/office. • Motor: Copper winding, quiet operation (< 60dB), speed settings 3-4 speeds. • Safety: Must have safe guards, tip-over protection, thermal cut-off. • Finish: durable plastic or metal with protective coating; easy to clean. • Warranty: at least 1 year on motor. • Energy efficiency: ideally rated for office/classroom use.



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6. Rubiks Cube	• Type: Standard 3×3 cube, high quality mechanism (smooth turning), durable plastic, colorful stickers or printed faces. • Size: typical 55mm cube. • Brand: pick a reputable brand (e.g., GAN, MoYu, QiYi) if you want longevity and smooth performance. • Packaging: includes instructions or quick-guide for students. • Warranty/after-service: optional but nice if for educational use.
7. Scrabble	• Board game set: includes board, letter tiles, tile racks, instructions. • Board size: standard – ~43cm × 43cm when opened. • Materials: durable cardboard board, acrylic or wood tiles, printed instructions in English/Filipino if for school. • Packaging: box in good condition for storage. • Educational variant: if intended for classroom, maybe with large-print tiles or metal racks.
8. Monopoly	• Standard Monopoly game: board, tokens, dice, houses/hotels, money, cards. • Edition: Ensure Philippine/English version appropriate for students. • Materials: sturdy board, plastic tokens/houses, good print quality. • Packaging: box size approx 50cm × 30cm × 7cm. • Educational angle: If for student use, ensure more durable parts.
9. Word Factory	• Word Factory board game: includes game board, letter tiles/sticks, timer, instructions. • Materials: good quality print, durable components, clear rules.



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	• Educational suitability: word-building game, suitable for grades appropriate to your school. • Packaging: box size approx ~30-35cm side.
10. Chessboard	• Chessboard with pieces: board size approx 45-50cm × 45-50cm (for classroom). • Pieces: Staunton style, material: wood or good quality plastic, size of king ~75-90mm hat height. • Storage: box or bag for pieces. • Durability: suitable for repeated student use. • Educational suitability: include rules or guide for beginners if used in class.
11. Damath Board	• Damath board: board printed (or laminated) with 8×8 squares, numbers/operation symbols according to Philippine educational game. • Pieces: set of pieces (like checkers) with printed numbers/values. • Material: laminated board or durable vinyl, pieces durable plastic/wood. • Educational suitability: instructions for game, appropriate for students.
12. Curtain	• Size: measure window width & height; e.g., for typical classroom window ~2.0m wide × 2.2m high. • Material: durable fabric (polyester blend), light-blocking or semi-light (depending on need), with hem and finished edges. • Hardware: Rods, rings/loops, wall mounting hardware included or separate? Check. • Colour/theme: safe for school environment; easy to clean/laundry. • Maintenance: washable, flame retardant if possible (especially for schools). • Warranty or service: seams & stitching guarantee.



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13. Guitar	• Type: Acoustic guitar (suitable for student/classroom use). • Size: Full size (4/4) or $\frac{3}{4}$ size for younger students. • Top: Spruce or cedar (solid top preferred), back & sides: mahogany or laminated wood. • Neck: Mahogany, smooth finish, comfortable fretboard radius. • Strings: Steel or nylon, depending on music curriculum. • Finish: Gloss or satin, durable coating for frequent use. • Accessories: Tuning keys, strap pins, pick guard, included carry bag optional. • Warranty: At least 1 year on defects.
14. Floormat	• Material: Non-slip rubber or PVC backing, durable top surface (polyester, nylon, or polypropylene). • Size: Adjust to classroom or office space; e.g., 1.2 m $\times$ 1.8 m typical. • Thickness: 5–10 mm for comfort and durability. • Safety: Non-slip, flame retardant preferred. • Maintenance: Easy to clean, stain resistant. • Use: Classroom, office, or lounge area.

11/1/28