



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

REQUEST FOR QUOTATION

RFQ No.: 25-09-121-E
Date: December 11, 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 Supplementary Learning Resources for Public School Library (4th Recanvass)"** with an Approved Budget for the Contract (ABC) of **One Hundred Fifty Five Thousand One Hundred Seventy Three Pesos and 28/100 Only (P155,173.28)** 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 15, 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.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.
Chairperson, Bids and Awards Committee

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.: **25-09-121-E**Date: **December 11, 2025**Date and Time of Opening: **December 15, 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

- 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.
- 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	<i>Supply and Delivery of Supplementary Learning Resources for Public School Library (4th Recanvass)</i>					
	Amazing Body Parts - JHS/SHS	3	piece			
	Amazing Word Encyclopedia: Flowers - JHS/SHS	3	piece			
	Amazing World Encyclopedia Set - JHS/SHS	1	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			
	Human Anatomy - JHS/SHS	3	piece			
	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	3	piece			
	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 Endocrine 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	3	piece			
	Water Animals - JHS/SHS	3	piece			
	Wonders - JHS/SHS	3	piece			
	Mega Sudoku - JHS/SHS	3	piece			
	Sudoku - JHS/SHS	3	piece			
	Alamat ng Bahaghari - JHS/SHS	3	piece			
	Ang Dagat na Kumukuha ng mga Tatay - JHS/SHS	2	piece			
	Ang Dating Magkakaibigan sa baryo Bantas - JHS/SHS	2	piece			
	Isang Kuwentong Karayom - JHS/SHS	2	piece			
	Koronang Santan - JHS/SHS	2	piece			
	Iaging para sa Dalawa - JHS/SHS	2	piece			
	Mga Mata ni Alfonso - JHS/SHS	2	piece			
	Atlas of the World - JHS/SHS	2	piece			
	Bible for Children - JHS/SHS	2	piece			
	Easy to Read Bible Stories (Filipino Edition) - JHS/SHS	2	piece			
	Famous Places - JHS/SHS	2	piece			
	Festivals - JHS/SHS	3	piece			
	Music, dance and Drama - JHS/SHS	3	piece			
	People of the World - JHS/SHS	2	piece			
	Pictorial World Atlas - JHS/SHS	2	piece			
	Sports - JHS/SHS	2	piece			
	Story of the Past - JHS/SHS	2	piece			
	The Easy to read Bible Stories (English Edition) - JHS/SHS	2	piece			

		<u>Lot 2 Total Offered Quotation</u>		In words: _____		
				In figures: _____		
		<u>Lot 2 Approved Budget for the Contract</u>		PHP 46,263.38		
				Forty Six Thousand Two Hundred Sixty Three Pesos and 38/100 Only		
Lot 5	Automotive Engines: Diagnosis, Repair, and Rebuilding - JHS/SHS	1	piece			
	Automotive Service: Inspection, Maintenance, Repair - JHS/SHS	1	piece			
	Electrical Wiring Residential - JHS/SHS	1	piece			
	Milady Standard Barbering - JHS/SHS	1	piece			
	Milady Standard Cosmetology - JHS/SHS	1	piece			
	Electrical Wiring Commercial - JHS/SHS	1	piece			
	Electrical Wiring Industry - JHS/SHS	1	piece			
	Milady Standard Nail Technology - JHS/SHS	1	piece			
	Today's Technician: Automotive Engine Performance, Classroom Manual and Shop Manual - JHS/SHS	1	piece			
	Today's Technician: Automotive Heating and Air Conditioning Classroom Manual and Shop Manual - JHS/SHS	1	piece			
	Today's Technician: Automotive Suspension and Steering, Classroom Manual and Shop Manual - JHS/SHS	1	piece			
	Today's Technician: Basic Automotive Services and Systems, Classroom Manual and Shop Manual - JHS/SHS	1	piece			
	Today's Technician: Brake Systems, Classroom Manual and Shop Manual - JHS/SHS	1	piece			
	Welding: Principles and Applications - JHS/SHS	1	piece			
	Today's Technician: Automotive Engine Repair and Rebuilding, Classroom Manual and Shop Manual - JHS/SHS	1	piece			
	Automotive Service: Inspection, Maintenance, Repair (Volume 1 & 2) - JHS/SHS	1	piece			
	<u>Lot 5 Total Offered Quotation</u>		In words: _____			
			In figures: _____			
	<u>Lot 5 Approved Budget for the Contract</u>		PHP 104,316.30			
			One Hundred Four Thousand Three Hundred Sixteen Pesos and Thirty Cents Only			
Lot 12	Play - JHS/SHS	4	piece			
	Prose And Poems - JHS/SHS	4	piece			
	Selected Poems And New - JHS/SHS	4	piece			
	Bukal Na Pampanitikan - JHS/SHS	4	piece			
	<u>Lot 12 Total Offered Quotation</u>		In words: _____			
			In figures: _____			
	<u>Lot 12 Approved Budget for the Contract</u>		PHP 4,593.60			
			Four Thousand Five Hundred Ninety Three Pesos and Sixty Cents Only			

* 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, 5 & 12	Supply and Delivery of Supplementary Learning Resources for Public School Library (4th Recanvass)	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	
<u>Payment Terms:</u>	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:	

CONFORME: (Annex "A")

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

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.
6. 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 specified 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 specifications.
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 001-2016.
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 **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