



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

REQUEST FOR QUOTATION

RFQ No.: 2026-05-0021
Date: May 28, 2026

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Department of Education - Schools Division of Digos City**, through the Bids and Awards Committee (BAC), intends to procure the **Procurement of Supplies and Materials for the Academic Recovery and Accessible Learning (ARAL) Program** with an Approved Budget for the Contract (ABC) of **Three Hundred Forty-Seven Thousand Nine Hundred Fifty Pesos Only (Php 347,950.00)** through **Section 34. Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **1:30 PM of June 1, 2026**, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MARIA GENEVIEVE T. FRANCISQUETE

Chairperson, Bids and Awards Committee

Department of Education - Schools Division of Digos City

Roxas cor. Lopez Jaena Street, Zone II, Digos City 8002

Telephone No. (082) 553 8396 / (082) 553 8376 / 0962 887 8599

Email: bac.digoscity@deped.gov.ph

Interested service provider shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- a. **Mayor's / Business Permit**
- b. **PhilGEPS Registration Number**
- c. **Notarized Omnibus Sworn Statement (OSS)** and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. OSS Template may be accessed from this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.docx

The Head of Procuring Entity (HoPE) of the DepEd - SDO Digos City reserves the right to reject any and all quotations, declare failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at (082) 553 8396 / (082) 553 8376 / 0962 887 8599 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





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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation

(4) Quotations may be submitted through electronic mail at bac.digoscity@deped.gov.ph.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. 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
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.
7. 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).
8. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd - SDO Digos shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
9. 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.
10. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
11. Item/s delivered shall be inspected on the scheduled date and time of the DepEd - SDO Digos. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
12. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
13. 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 GPPB-TSO may terminate 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.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
15. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation for the item/s as follows:

Lot 1		Procurement of Supplies and Materials for the Academic Recovery and Accessible Learning (ARAL) Program				
Item	Minimum Technical Specifications	Total Quantity	Unit	Bidder's Statement of Compliance ("Comply" or "Not Comply")	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Note: Non-compliance with the minimum required specifications shall be grounds for disqualification.						
Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.						
Lot 1		Procurement of Supplies and Materials for the Academic Recovery and Accessible Learning (ARAL) Program				





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Book paper, Size: A4; Thickness: 50-60lb / 70-90 GSM Paper type and finish: Uncoated paper (Offset)	245	ream			
Heavy and Durable Paper Stocks for Cover Pages, Size: A4; 80lb Cover (216-218 GSM / 10-12pt); Finish: Gloss cover 10 pieces per pack	96	pack			
Printer ink 003, Cyan	48	bottle			
Printer ink 003, Magenta	48	bottle			
Printer ink 003, Yellow	48	bottle			
Printer ink 003, Black	48	bottle			
Printer ink 664, Cyan	48	bottle			
Printer ink 664, Magenta	48	bottle			
Printer ink 664, Yellow	48	bottle			
Printer ink 664, Black	48	bottle			
Printer ink GI-790, Cyan	1	bottle			
Printer ink GI-790, Magenta	1	bottle			
Printer ink GI-790, Yellow	1	bottle			
Printer ink GI-790, Black	1	bottle			
Printer ink BT5000, Cyan	2	bottle			
Printer ink BT5000, Magenta	2	bottle			
Printer ink BT5000, Yellow	2	bottle			
Printer ink BT5000, Black	2	bottle			
Heavy Duty Stapler, Manual Type The throat depth of at least 250mm (9.84 inch) Giving both staplers a long-throat stapling capacity. The body is constructed of steel, providing high durability. Stapling Capacity: At least 160 sheets Staple Loading Capacity: At least 100 staples Dimension: At least (W)118 x (L)518 x (H)280 mm	48	piece			
Big staple wire, For binding, 13MM	96	box			
Grand Total:					

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

SCHEDULE OF REQUIREMENTS			
Item	Description	Delivery Location and Period	Bidder's Statement of Compliance ("Comply" or "Not Comply")
Lot 1	Procurement of Supplies and Materials for the Academic Recovery and Accessible Learning (ARAL) Program	Within ten (10) calendar days from receipt of Purchase Order to be delivered in the Department of Education - Schools Division of Digos City	

FINANCIAL OFFER	
Lot 1 - Approved Budget for the Contract	Lot 1 - Total Offered Quotation
Three Hundred Forty Seven Thousand Nine Hundred Fifty Pesos Only PHP 347,950.00	In words: _____ In figures: _____ _____





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PAYMENT DETAILS

Payment Terms: Payment shall be in accordance with the schedule of delivery through Land Bank's LDDAP-ADA/Bank Transfer Facility, within thirty (30) days after receipt of service invoice and issuance of certificate of acceptance by end-user. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

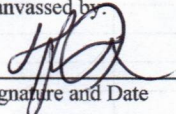
Banking Institution: _____

Account Number: _____

Account Name: _____

Bank Branch: _____

Canvassed by:


 Signature and Date

Signature over Printed Name _____

Position/Designation _____

Office Telephone/Fax/Mobile Nos. _____

Email address/es _____

****NOTHING FOLLOWS****

