Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

REQUEST FOR QUOTATION

Date : October 3, 2025
PR No.: 2025-09-0128

Name of Company _____
Address _____
TIN : _____
PhilGEPS Registration No. : _____

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Small Value Procurement under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2025-09-0128 – Supply and Delivery of materials for the conduct of PAGMAYA: A Celebration of Growth and Inclusivity for Young Leaders on November 27, 2025 at Centex Batangas** with an Approved Budget for the Contract (ABC) of **One Thousand Pesos Only (Php 1, 000.00)**

Delivery Period: 7 days

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly accomplish and submit this RFQ via e-mail at **sdobatangas.cid@deped.gov.ph** or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to CID Office, DepEd Division of Batangas **not later than 09 October 2025 at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation: (not applicable for government venues)

1. Valid and Current Mayor's Permit
2. PhilGEPS Registration
3. Valid Tax Clearance **(if applicable)**
4. Latest Income/Business Tax Return **(if applicable)**
5. Notarized Omnibus Sworn Statement
6. BIR-2303

For any clarification, you may contact us via email at sdobatangas. cid@deped.gov.ph

DAVID M. NUAY
CID, Chief

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

Annex "A"

PROGRAM TITLE **PR No. 2025-09-0128 – Supply and Delivery of materials for the conduct of PAGMAYA: A Celebration of Growth and Inclusivity for Young Leaders on November 27, 2025 at Centex Batangas**					
Description/Technical Specifications					***Statement of Compliance***
Unit	**Item Description**	**Qty**	**Unit Cost**	**Total Cost**	
Ream	A4 Bond Paper, 80gsm	4			
Total:					

INSTRUCTIONS:

(1) Accomplish this RFQ correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank item. Indicate **"0"** if item being offered is for free.

TITLE/PROGRAM **PR No. 2025-09-0128 – Supply and Delivery of materials for the conduct of PAGMAYA: A Celebration of Growth and Inclusivity for Young Leaders on November 27, 2025 at Centex Batangas** *Approved Budget for the Contract in the amount of One Thousand Pesos Only*	
Your Total Offered Quotation in Words	***In figures***

Terms of Payment:

- Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility.
- Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

- Banking Institution:
- Account Number:
- Account Name:
- Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of ***thirty (30) calendar days*** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation

which complies with the minimum technical specifications and other terms and conditions stated herein.

6. 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.

7. The item/s shall be delivered according to the requirements specified in the Technical Specifications
8. The DepEd SDO Batangas shall have the right to conduct onsite visits to verify their conformity to the technical specification.

9. 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 SDO Batangas shall 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.
10. The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email address:	