



Republic of the Philippines  
**Department of Education**  
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

Date: August 12, 2025  
RFQ No.: 2025-07-230

0

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Store/Shop: \_\_\_\_\_

Address: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (**required**): \_\_\_\_\_

The Department of Education - Regional Office IX, through its Bids and Awards Committee (BAC), intends to procure for Procurement of Supplies and materials to be used for the conduct of Development, Validation, and Finalization of Self-Learning Modules in English for Grades 2, 3, 5, & 8 at Zamboanga del Norte (Phase 1 - Development: September 7-12, 2025; Phase 2 - Validation: September 14-18, 2025; Phase 3: Finalization: September 21-26, 2025) in accordance with Section 53.9 NEGOTIATED PROCUREMENT – SMALL VALUE 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 Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **1:30 PM, August 18, 2025**. Along with the quotation/proposal, kindly submit a copy of your PhilGEPS Registration Number and Mayor's/Business Permit.

A valid **Certificate of PhilGEPS Registration** (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

A notarized **Omnibus Sworn Statement** (GPPB-prescribed form) will also be required to be submitted prior to award.

Open quotations may be submitted, manually or through facsimile or email at the address indicated below.

For any clarification, you may email us at [region9.bac@deped.gov.ph](mailto:region9.bac@deped.gov.ph)

**DR. GREGORIO CYRUS R. ELEJORDE, CESO V**  
BAC Chairman

|   |     |             |
|---|-----|-------------|
| Procurement of Supplies and materials to be used for the conduct of Development, Validation, and Finalization of Self-Learning Modules in English for Grades 2, 3, 5, & 8 at Zamboanga del Norte (Phase 1 - Development: September 7-12, 2025; Phase 2 - Validation: September 14-18, 2025; Phase 3: Finalization: September 21-26, 2025) | ABC | ₱165,300.00 |
|---|-----|-------------|

**BIDDER'S STATEMENT OF COMPLIANCE**

Please fill up with either:  
"Comply" or "Not Comply"

**TECHNICAL SPECIFICATIONS**

| TECHNICAL SPECIFICATIONS:<br>(Please check the box for the availability of the specifications) | STATEMENT OF COMPLIANCE<br>("Comply" or "Not Comply") | REMARKS:<br>Offered Technical Specifications / Services |
|--|---|---|
| Specialty Paper-Works (200GSM) A4 White  |   |   |
| Certificate Holder A4 size   |   |   |
| Bond Paper A4 80 GSM   |   |   |
| Ballpen  |   |   |
| Correction Tape  |   |   |
| Ink for EPSON Black and Colored 003  |   |   |
| Heavy Duty Stapler #35   |   |   |
| Heavy Duty Stapler #10   |   |   |
| Stapler Wire #35 1000 pcs  |   |   |
| Stapler Wire #10 1000 pcs  |   |   |
| Sign Pen 0.5 Blue  |   |   |
| ID Jacket with Sling B4  |   |   |
| Ink for BROTHER Black and Colored BTD  |   |   |
| Notebook (60 leaves)   |   |   |
| Plastic Expanding Envelope Long - Blue With Handle Push Lock                                   |   |   |
| Multipurpose Glue 240 grams  |   |   |
| Black Binder Clips 51mm  |   |   |
| Multiple Styles Paper Clip, Large  |   |   |
| Data File Box (Red)  |   |   |
| Durable Storage Box Transparent 120 Liters   |   |   |
| ID Jacket with Sling B4  |   |   |
| Expanded Envelope Long   |   |   |
| Permanent Marker Pen Black Broad   |   |   |
| Manila Paper 36 x 48 2's/set x 10 sets = 20 pieces   |   |   |
| Meta Cards (green, yellow, orange, pink) 2 rms each color                                      |   |   |
| Sticker paper A4, 100 sheets matte paper glossy sticker  |   |   |
| Double-sided glossy photopaper A4 size 50 sheets/pack  |   |   |
| 3m post-it super sticky cubes (notes) 90 sheets x 5 pads                                       |   |   |
| Metal ring binders set of 10 pcs-circle  |   |   |
| Heavy Duty Stainless Steel Scissors  |   |   |

|  |  |  |
|--|--|--|
| Original Scientific Calculator   |  |  |
| Original Bluetooth Earphones Stereo Wireless foldable headset                              |  |  |
| Heavy-duty Noise-cancelling headset conference call USB jack for computer (gaming headset) |  |  |

\*\*\* nothing follows \*\*\*

**Terms of Payment:**

Payment shall be made through LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_

**YOUR QUOTATION:**

| Summary of Approved Budget                                   |      |        |            | Offered Quotation  |      |            |       |
|--|------|--------|------------|--|------|------------|-------|
| Item   | Qty. | Unit   | Unit Price | Item   | Qty. | Unit Price | Total |
| Specialty Paper-Works (200GSM) A4 White                      | 10   | ream   | 1,000.00   | Specialty Paper-Works (200GSM) A4 White                      | 10   |            |       |
| Certificate Holder A4 size                                   | 584  | pieces | 50.00      | Certificate Holder A4 size                                   | 584  |            |       |
| Bond Paper A4 80 GSM   | 30   | ream   | 250.00     | Bond Paper A4 80 GSM   | 30   |            |       |
| Ballpen  | 376  | pieces | 8.00       | Ballpen  | 376  |            |       |
| Correction Tape  | 10   | pieces | 30.00      | Correction Tape  | 10   |            |       |
| Ink for EPSON Black and Colored 003                          | 2    | set    | 1,000.00   | Ink for EPSON Black and Colored 003                          | 2    |            |       |
| Heavy Duty Stapler #35                                       | 3    | pieces | 350.00     | Heavy Duty Stapler #35                                       | 3    |            |       |
| Heavy Duty Stapler #10                                       | 3    | pieces | 100.00     | Heavy Duty Stapler #10                                       | 3    |            |       |
| Stapler Wire #35 1000 pcs                                    | 4    | box    | 92.00      | Stapler Wire #35 1000 pcs                                    | 4    |            |       |
| Stapler Wire #10 1000 pcs                                    | 4    | box    | 92.00      | Stapler Wire #10 1000 pcs                                    | 4    |            |       |
| Sign Pen 0.5 Blue  | 2    | dozen  | 500.00     | Sign Pen 0.5 Blue  | 2    |            |       |
| ID Jacket with Sling B4                                      | 168  | pieces | 30.00      | ID Jacket with Sling B4                                      | 168  |            |       |
| Ink for BROTHER Black and Colored BTD                        | 2    | set    | 2,000.00   | Ink for BROTHER Black and Colored BTD                        | 2    |            |       |
| Notebook (60 leaves)   | 168  | pieces | 25.00      | Notebook (60 leaves)   | 168  |            |       |
| Plastic Expanding Envelope Long - Blue With Handle Push Lock | 168  | pieces | 85.00      | Plastic Expanding Envelope Long - Blue With Handle Push Lock | 168  |            |       |
| Multipurpose Glue 240 grams                                  | 5    | pieces | 175.00     | Multipurpose Glue 240 grams                                  | 5    |            |       |
| Black Binder Clips 51mm                                      | 12   | dozen  | 75.00      | Black Binder Clips 51mm                                      | 12   |            |       |
| Multiple Styles Paper Clip, Large                            | 15   | box    | 250.00     | Multiple Styles Paper Clip, Large                            | 15   |            |       |
| Data File Box (Red)  | 15   | pieces | 350.00     | Data File Box (Red)  | 15   |            |       |
| Durable Storage Box Transparent 120 Liters                   | 4    | pieces | 1,000.00   | Durable Storage Box Transparent 120 Liters                   | 4    |            |       |
| ID Jacket with Sling B4                                      | 208  | pieces | 92.00      | ID Jacket with Sling B4                                      | 208  |            |       |
| Expanded Envelope Long                                       | 100  | pieces | 35.00      | Expanded Envelope Long                                       | 100  |            |       |
| Permanent Marker Pen Black Broad                             | 12   | box    | 431.25     | Permanent Marker Pen Black Broad                             | 12   |            |       |
| Manila Paper 36 x 48 2's/set x 10 sets = 20 pieces           | 15   | ream   | 150.00     | Manila Paper 36 x 48 2's/set x 10 sets = 20 pieces           | 15   |            |       |

|  |    |        |          |  |    |               |  |
|--|----|--------|----------|--|----|---------------|--|
| Meta Cards (green, yellow, orange, pink) 2 rms each color                                  | 10 | pieces | 500.00   | Meta Cards (green, yellow, orange, pink) 2 rms each color                                  | 10 |               |  |
| Sticker paper A4, 100 sheets matte paper glossy sticker                                    | 10 | pieces | 250.00   | Sticker paper A4, 100 sheets matte paper glossy sticker                                    | 10 |               |  |
| Double-sided glossy photopaper A4 size 50 sheets/pack                                      | 14 | dozen  | 250.00   | Double-sided glossy photopaper A4 size 50 sheets/pack                                      | 14 |               |  |
| 3m post-it super sticky cubes (notes) 90 sheets x 5 pads                                   | 15 | box    | 450.00   | 3m post-it super sticky cubes (notes) 90 sheets x 5 pads                                   | 15 |               |  |
| Metal ring binders set of 10 pcs circle  | 18 | pieces | 60.00    | Metal ring binders set of 10 pcs circle  | 18 |               |  |
| Heavy Duty Stainless Steel Scissors  | 30 | pieces | 135.00   | Heavy Duty Stainless Steel Scissors  | 30 |               |  |
| Original Scientific Calculator   | 5  | pieces | 600.00   | Original Scientific Calculator   | 5  |               |  |
| Original Bluetooth Earphones Stereo Wireless foldable headset                              | 3  | box    | 1,490.00 | Original Bluetooth Earphones Stereo Wireless foldable headset                              | 3  |               |  |
| Heavy-duty Noise-cancelling headset conference call USB jack for computer (gaming headset) | 3  | box    | 2,500.00 | Heavy-duty Noise-cancelling headset conference call USB jack for computer (gaming headset) | 3  |               |  |
|  |    |        |          |  |    | <b>Total:</b> |  |

\*\*\* *nothing follows* \*\*\*

## TERMS AND CONDITIONS:

1. Bidders 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 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 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.
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 Technical Working Group (TWG) shall have the right to inspect and/or test the item(s)/goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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.
- 10. 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 contractor. Our Government Servicing Bank, i.e., the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account 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 contractor's account.**
11. 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 BAC 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 course of action and remedies open to it.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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Email Address



Republic of the Philippines  
**Department of Education**  
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## CANVASS FORM

This is to certify that I have received from the canvasser of the DepEd RO-IX, Regional Government Center, Balintawak, Pagadian City, a copy of RFQ No. 2025-07-230 dated August 12, 2025 as indicated by my signature hereunder.

| Bidder/Supplier/Dealer | Name | Signature | Date |
|------------------------|------|-----------|------|
|                        |      |           |      |
|                        |      |           |      |
|                        |      |           |      |
|                        |      |           |      |
|                        |      |           |      |

I HEREBY CERTIFY THAT I HAVE DELIVERED A COPY OF RFQ No. 2025-07-230  
dated August 12, 2025 to be opened on August 18, 2025 to the above  
bidders/suppliers/dealers.

ARSENIA S. SAGARAY  
Canvasser