



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

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

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

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



region9@deped.gov.ph

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Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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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: (Please check the box for the availability of the specifications)	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	REMARKS: 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		

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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address



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

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



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www.facebook.com/DEPEDREGION9
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