



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

Date: September 1, 2025
 RFQ No.: 2025-08-258

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 for the conduct of the Regional Training for School Leaders on the Revised K to 10 Curriculum Implementation for Seven (7) Batches at Pagadian City 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, September 5, 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



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

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Procurement of Supplies and Materials for the conduct of the Regional Training for School Leaders on the Revised K to 10 Curriculum Implementation for Seven (7) Batches at Pagadian City	ABC	₱617,450.00
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
Steno Notebook 6x9 inches, 40-60 leaves, assorted color		
FO-Gelbo36, 0.7 mm, smooth ink pen 12 pcs/box		
Expanded Envelope with Garter Long size, 100pcs/box		
Plastic ID case B4 vertical Transparent Plastic 150x105 mm		
ID Lace, metal hook, larn yard @100/pcs/bundle		
A4 Bond Paper 70/80gsm, white		
Staple Wires # 35, leg length: 6mm (1/4"), 5000 staples		
Permanent Marker Broad, Black 12pcs/box		
Permanent Marker Ink, black, Refill 30 ml		
Battery Double AA, super heavy duty 4pcs/pack		
Manila Paper		
Printer Ink 003 Epson		
Masking Tape 1 inch x 20-25 m/roll		
Masking tape 2 inches x 20-25 m/roll		
White Board Marker (Black)		
White Glue 130g		
Stapler with remover # 35, 2.25 inches		
Paper cutter Quaff Wood base B4 (12x15 inches)		
Puncher Big M07035 two-hole		
Meta Cards A4 assorted colors (500 sheet/ream)		
Correction Tape 8m		
Certificate Paper A4, white		
Certificate Holder A4 size		
Pencil No. 2 12pcs/box		
Ethyl Alcohol 70% solution, 500 ml		
Sign Pen Gel Pen 0.7mm, blue 12 pcs/box		
Certificate Frame for Speakers 1.5ftx 1 ft		
Tarpaulin 3x5 ft		
<ul style="list-style-type: none"> -Print, Scan, Copy, Fax with ADF -Compact integrated tank design -High yield ink bottles -Spill-free, error-free refilling -Wi-Fi, Wi-Fi Direct -Epson Connect -Seamless setup via Epson Smart Panel -Borderless printing up to 4R -Powered by Epson Heat-Free Technology 		
Multi Purpose Paper (White/Long) 180-200 Gsm (10pc/pack)		

Cartolina Assorted Light color (at least 6 colors/pack, priority Red, Yellow, green) 10 pcs per roll		
Photo Paper 180 gsm A4 @ 20sheet/pack		

*** 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
Steno Notebook 6x9 inches, 40-60 leaves, assorted color	2815	pcs	46.00	Steno Notebook 6x9 inches, 40-60 leaves, assorted color	2815		
FO-Gelbo36, 0.7 mm, smooth ink pen 12 pcs/box	235	boxes	98.00	FO-Gelbo36, 0.7 mm, smooth ink pen 12 pcs/box	235		
Expanded Envelope with Garter Long size, 100pcs/box	6	box	2,380.00	Expanded Envelope with Garter Long size, 100pcs/box	6		
Plastic ID case B4 vertical Transparent Plastic 150x105 mm	2852	pcs	21.80	Plastic ID case B4 vertical Transparent Plastic 150x105 mm	2852		
ID Lace, metal hook, larn yard @100/pcs/bundle	29	bundle	570.00	ID Lace, metal hook, larn yard @100/pcs/bundle	29		
A4 Bond Paper 70/80gsm, white	230	ream	240.00	A4 Bond Paper 70/80gsm, white	230		
Staple Wires # 35, leg length: 6mm (1/4"), 5000 staples	12	box	52.00	Staple Wires # 35, leg length: 6mm (1/4"), 5000 staples	12		
Permanent Marker Broad, Black 12pcs/box	10	box	540.00	Permanent Marker Broad, Black 12pcs/box	10		
Permanent Marker Ink, black, Refill 30 ml	10	btl	48.80	Permanent Marker Ink, black, Refill 30 ml	10		
Battery Double AA, super heavy duty 4pcs/pack	10	pack	120.00	Battery Double AA, super heavy duty 4pcs/pack	10		
Manila Paper	500	pcs	6.50	Manila Paper	500		
Printer Ink 003 Epson	4	set	1,655.02	Printer Ink 003 Epson	4		
Masking Tape 1 inch x 20-25 m/roll	25	roll	60.00	Masking Tape 1 inch x 20-25 m/roll	25		
Masking tape 2 inches x 20-25 m/roll	26	roll	120.00	Masking tape 2 inches x 20-25 m/roll	26		
White Board Marker (Black)	20	pcs	45.00	White Board Marker (Black)	20		
White Glue 130g	13	btl	85.00	White Glue 130g	13		
Stapler with remover # 35, 2.25 inches	14	pcs	195.00	Stapler with remover # 35, 2.25 inches	14		
Paper cutter Quaff Wood base B4 (12x15 inches)	2	pcs	1,456.40	Paper cutter Quaff Wood base B4 (12x15 inches)	2		
Puncher Big M07035 two-hole	3	pc	325.00	Puncher Big M07035 two-hole	3		
Meta Cards A4 assorted colors (500 sheet/ream)	5	ream	510.00	Meta Cards A4 assorted colors (500 sheet/ream)	5		
Correction Tape 8m	24	pc	28.35	Correction Tape 8m	24		
Certificate Paper A4, white	7	ream	1,200.00	Certificate Paper A4, white	7		

Certificate Holder A4 size	2852	pc	66.31	Certificate Holder A4 size	2852		
Pencil No. 2 12pcs/box	10	box	144.00	Pencil No. 2 12pcs/box	10		
Ethyl Alcohol 70% solution, 500 ml	25	btl	125.00	Ethyl Alcohol 70% solution, 500 ml	25		
Sign Pen Gel Pen 0.7mm, blue 12 pcs/box	9	pcs	480.00	Sign Pen Gel Pen 0.7mm, blue 12 pcs/box	9		
Certificate Frame for Speakers 1.5ftx 1 ft	60	pc	380.00	Certificate Frame for Speakers 1.5ftx 1 ft	60		
Tarpaulin 3x5 ft	10	pc	350.00	Tarpaulin 3x5 ft	10		
-Print, Scan, Copy, Fax with ADF -Compact integrated tank design -High yield ink bottles -Spill-free, error-free refilling -Wi-Fi, Wi-Fi Direct -Epson Connect -Seamless setup via Epson Smart Panel -Borderless printing up to 4R -Powered by Epson Heat-Free Technology	2	unit	16,500.00	-Print, Scan, Copy, Fax with ADF -Compact integrated tank design -High yield ink bottles -Spill-free, error-free refilling -Wi-Fi, Wi-Fi Direct -Epson Connect -Seamless setup via Epson Smart Panel -Borderless printing up to 4R -Powered by Epson Heat-Free Technology	2		
Multi Purpose Paper (White/Long) 180-200 Gsm (10pc/pack)	100	pack	50.00	Multi Purpose Paper (White/Long) 180-200 Gsm (10pc/pack)	100		
Cartolina Assosrted Light color (at least 6 colors/pack, priotiry Red, Yellow, green) 10 pcs per roll	80	roll	78.00	Cartolina Assosrted Light color (at least 6 colors/pack, priotiry Red, Yellow, green) 10 pcs per roll	80		
Photo Paper 180 gsm A4 @ 20sheet/pack	50	pack	115.00	Photo Paper 180 gsm A4 @ 20sheet/pack	50		
						Total:	
*** 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.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address



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 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. 2025-08-258** dated **September 1, 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. 2025-08-258** dated **September 1, 2025** to be opened on **September 5, 2025** to the above bidders/suppliers/dealers.

ARSENIA S. SAGARAY
 Canvasser