



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

Date: November 19, 2025  
 RFQ No.: 2025-11-380

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 Procurement of Supplies and Materials for the Conduct of Training of Teachers on Enriching Pedagogical Skills of Teachers in Teaching Literacy and Numeracy to be conducted simultaneously in 3 Clusters with Different Venues in accordance with Section 34 Small Value Procurement of the RA 12009.

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, November 25, 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



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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 Training of Teachers on Enriching Pedagogical Skills of Teachers in Teaching Literacy and Numeracy to be conducted simultaneously in 3 Clusters with Different Venues	ABC	₱1,992,440.00
<b>BIDDER'S STATEMENT OF COMPLIANCE</b>		Please fill up with either: "Comply" or "Not Comply"
<b>TECHNICAL SPECIFICATIONS</b>		
<b>TECHNICAL SPECIFICATIONS:</b> (Please check the box for the availability of the specifications)	<b>STATEMENT OF COMPLIANCE</b> ("Comply" or "Not Comply")	<b>REMARKS:</b> Offered Technical Specifications / Services
Inkjet Printer Ink 003 (Black)		
Inkjet Printer Ink 003 (Magenta,Yellow,Cyan)		
Steno Notebook 6x9 inches, 40-60 leaves, assorted color		
Ballpen (Black) 12pcs per box		
Expanded Envelope with Garter Long size, 100pcs/box		
ID sling/Lace, metal hook, larn yard @100/pcs/bundle		
Plastic ID case B4 vertical Transparent Plastic 150x105 mm		
Multipurpose Printer -Print, Scan, Copy, Fax with ADF		
Photocopier Toner TK4109		
Bondpaper A4		
Cutter Knife Big		
Rubber Band No. 18 350g/box		
Paper Cutter A3		
Glue 120grms		
Stapler Big		
Staple Wire #35		
Scissors Heavy Duty		
Specialty Paper Worx A4 200gsm(100sheets/pack)		
Puncher Big ( 2 Holes)		
Storage Plastic box 150 liters		
Storage Plastic box 25-30 liters		
Extension Wire Tower (18gang)		
Extension Wire (4 gang 5 mtrs)		
Manila Paper Folded 10s		
Permanent Marker,Refillable, Black 12pcs/bx		
Sign Pen (Black 0.5) 12 pcs/box		
Sign Pen (Blue 0.5) 12 pcs/box		
Folder Long (White 100pcs)		
Expanded Envelope (Brown)		
Cartolina Asstd(Light green,yellow,Red,light blue,orange, pink)		
Paper Tape 2"		
Binder Clip 32mm		
Scotch Tape 2"		
Packaging Tape "3		
Battery AA(4pcs)		
Tarpaulin 3x5 ft		
Certificate Paper A4,White, 80gsm (500sheet/ream)		
Large Capacity Briefcase Folder Tote Bag Storage Waterproof file Handle Bag Multipurpose work briefcase Portable Organize		
DOLCH SIGHT PHRASE CARDS(30 leaves)		
220 Dolch Sight Words English Flash Cards with ring		
CVC WORD CHART BIG (5 leaves)		
PHONETIC VOCABULARY POSTERS-big(laminated)		
PHONETIC ALPHABET POSTERS-Big(laminated)		
English Alphabet Flash Cards(Picture with text)		
COLORED POPSICLE STICKS(5 colors,50 pcs)		
EDUCATIONAL MANIPULATIVES WOODEN TOY CLOCK		
Math Flash Cards - Addition( 30 cards or more)		
Math Flash Cards - Subtraction( 30 cards or more)		

Math Flash Cards - Multiplication( 30 cards or more)		
Math Flash Cards - Division( 30 cards or more)		

**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
Inkjet Printer Ink 003 (Black)	75	Btl	420.00	Inkjet Printer Ink 003 (Black)	75		
Inkjet Printer Ink 003 (Magenta, Yellow, Cyan)	40	Set	1,260.00	Inkjet Printer Ink 003 (Magenta, Yellow, Cyan)	40		
Steno Notebook 6x9 inches, 40-60 leaves, assorted color	4,700	pcs	45.00	Steno Notebook 6x9 inches, 40-60 leaves, assorted color	4,700		
Ballpen (Black) 12pcs per box	500	box	110.00	Ballpen (Black) 12pcs per box	500		
Expanded Envelope with Garter Long size, 100pcs/box	47		2,000.00	Expanded Envelope with Garter Long size, 100pcs/box	47		
ID sling/Lace, metal hook, larn yard @100/pcs/bundle	47	bundle	580.00	ID sling/Lace, metal hook, larn yard @100/pcs/bundle	47		
Plastic ID case B4 vertical Transparent Plastic 150x105 mm	4,700	pcs	22.00	Plastic ID case B4 vertical Transparent Plastic 150x105 mm	4,700		
Multipurpose Printer -Print, Scan, Copy, Fax with ADF -Compact integrated tank design -High yield ink bottles -Spill-free, error-free refilling -Wi-Fi, Wi-Fi Direct -Seamless setup via Smart Panel -Borderless printing up to 4R -Powered by Heat-Free Technology	3	unit	17,000.00	Multipurpose Printer -Print, Scan, Copy, Fax with ADF -Compact integrated tank design -High yield ink bottles -Spill-free, error-free refilling -Wi-Fi, Wi-Fi Direct -Seamless setup via Smart Panel -Borderless printing up to 4R -Powered by Heat-Free Technology	3		
Photocopier Toner TK4109	10	pcs	4,500.00	Photocopier Toner TK4109	10		
Bondpaper A4	60	box	1,250.00	Bondpaper A4	60		
Cutter Knife Big	15	pcs	80.00	Cutter Knife Big	15		
Rubber Band No. 18 350g/box	4	box	220.00	Rubber Band No. 18 350g/box	4		
Paper Cutter A3	6	unit	1,500.00	Paper Cutter A3	6		
Glue 120grms	60	pcs	55.00	Glue 120grms	60		
Stapler Big	15	pcs	180.00	Stapler Big	15		
Staple Wire #35	15	box	50.00	Staple Wire #35	15		
Scissors Heavy Duty	15	pcs	90.00	Scissors Heavy Duty	15		
Specialty Paper Worx A4 200gsm(100sheets/pack)	30	pack	380.00	Specialty Paper Worx A4 200gsm(100sheets/pack)	30		
Puncher Big ( 2 Holes)	12	pcs	400.00	Puncher Big ( 2 Holes)	12		
Storage Plastic box 150 liters	6	pcs	1,200.00	Storage Plastic box 150 liters	6		
Storage Plastic box 25-30 liters	24	pcs	150.00	Storage Plastic box 25-30 liters	24		
Extension Wire Tower (18gang)	15	pcs	2,500.00	Extension Wire Tower (18gang)	15		
Extension Wire (4 gang 5 mtrs)	20	pcs	645.00	Extension Wire (4 gang 5 mtrs)	20		
Manila Paper Folded 10s	600	pack	55.00	Manila Paper Folded 10s	600		
Permanent Marker, Refillable, Black 12pcs/bx	75	box	520.00	Permanent Marker, Refillable, Black 12pcs/bx	75		
Sign Pen (Black 0.5) 12 pcs/box	50	box	480.00	Sign Pen (Black 0.5) 12 pcs/box	50		
Sign Pen (Blue 0.5) 12 pcs/box	50	box	480.00	Sign Pen (Blue 0.5) 12 pcs/box	50		
Folder Long (White 100pcs)	20	ream	1,000.00	Folder Long (White 100pcs)	20		

Expanded Envelope (Brown)	300	pcs	30.00	Expanded Envelope (Brown)	300		
Cartolina Asstd(Light green,yellow,Red,light blue,orange, pink)	800	pcs	7.00	Cartolina Asstd(Light green,yellow,Red,light blue,orange, pink)	800		
Paper Tape 2"	300	pcs	60.00	Paper Tape 2"	300		
Binder Clip 32mm	50	box	50.00	Binder Clip 32mm	50		
Scotch Tape 2"	120	roll	85.00	Scotch Tape 2"	120		
Packaging Tape "3	120	roll	175.00	Packaging Tape "3	120		
Battery AA(4pcs)	10	pck	150.00	Battery AA(4pcs)	10		
Tarpaulin 3x5 ft	30	pcs	400.00	Tarpaulin 3x5 ft	30		
Certificate Paper A4,White, 80gsm (500sheet/ream)	20	ream	1,200.00	Certificate Paper A4,White, 80gsm (500sheet/ream)	20		
Large Capacity Briefcase Folder Tote Bag Storage Waterproof file Handle Bag Multipurpose work briefcase Portable Organize	400	pcs	170.00	Large Capacity Briefcase Folder Tote Bag Storage Waterproof file Handle Bag Multipurpose work briefcase Portable Organize	400		
DOLCH SIGHT PHRASE CARDS(30 leaves)	400	pcs	250.00	DOLCH SIGHT PHRASE CARDS(30 leaves)	400		
220 Dolch Sight Words English Flash Cards with ring	400	pcs	150.00	220 Dolch Sight Words English Flash Cards with ring	400		
CVC WORD CHART BIG (5 leaves)	400	pcs	200.00	CVC WORD CHART BIG (5 leaves)	400		
PHONETIC VOCABULARY POSTERS-big(laminated)	400	pcs	150.00	PHONETIC VOCABULARY POSTERS-big(laminated)	400		
PHONETIC ALPHABET POSTERS-Big(laminated)	400	pcs	150.00	PHONETIC ALPHABET POSTERS-Big(laminated)	400		
English Alphabet Flash Cards(Picture with text)	400	pcs	200.00	English Alphabet Flash Cards(Picture with text)	400		
COLORED POPSICLE STICKS(5 colors,50 pcs)	400	pcs	50.00	COLORED POPSICLE STICKS(5 colors,50 pcs)	400		
EDUCATIONAL MANIPULATIVES WOODEN TOY CLOCK	400	pcs	150.00	EDUCATIONAL MANIPULATIVES WOODEN TOY CLOCK	400		
Math Flash Cards - Addition( 30 cards or more)	400	pcs	200.00	Math Flash Cards - Addition( 30 cards or more)	400		
Math Flash Cards - Subtraction( 30 cards or more)	400	pcs	200.00	Math Flash Cards - Subtraction( 30 cards or more)	400		
Math Flash Cards - Multiplication( 30 cards or more)	400	pcs	200.00	Math Flash Cards - Multiplication( 30 cards or more)	400		
Math Flash Cards - Division( 30 cards or more)	400	pcs	200.00	Math Flash Cards - Division( 30 cards or more)	400		
						TOTAL:	

**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

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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. 2025-11-380** dated **November 19, 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. 2025-11-380** dated **November 19, 2025** to be opened on **November 25, 2025** to the above bidders/suppliers/dealers.

**ARSENIA S. SAGARAY**  
 Canvasser