



Republic of the Philippines  
**Department of Education**  
 REGION VII – CENTRAL VISAYAS  
 Schools Division of Cebu City

**BIDS AND AWARDS COMMITTEE – GOODS AND SERVICES**  
**REQUEST FOR PRICE QUOTATION**

RFQ No. : 2025-06-205  
 Date: June 25, 2025  
 PR No.: 205

Company TIN:  
 Gentlemen:

Please quote your lowest price on the item/s listed below, subject to the Terms & Conditions "Annex A" hereof and submit your quotation duly signed by your authorized representative and the eligibility documents at DepEd, Cebu City Division, Bids and Awards Committee, Promotional Office, 2nd Floor DepEd Bldg., Imus Avenue, Brgy. Day-as, Cebu City. **Insert your duly accomplished quotation with the required documents inside an envelope and seal the same.** For more information, please contact the BAC Secretariat at Telephone Number **2539095**. Prospective supplier shall be responsible to verify the quoted items.

RAYLENE S. MANAWATAO      JEANNE J. EGGER      JOCELYN B. TEJANO      JOHN PAUL D. LESONDATO      ATTY. VIZFA P. YILLABAS  
 BAC Member      BAC Member      BAC Member      BAC Member      BAC Member

ALLAN S. HANONG JR.      LYRA L. ILLAGA  
 BAC Vice-Chairman      BAC Chairman

| Item Nos. | ITEM & DESCRIPTION   | QTY | UNIT | Approved Budget for the Contract (ABC) |                   | Supplier/Bidder's Quotation |            |             |
|-----------|--|-----|------|--|-------------------|-----------------------------|------------|-------------|
|           |  |     |      | Unit Price                             | Total Price       | Brand/Model if applicable   | Unit Price | Total Price |
| 1         | <b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR DIVISION OFFICE USE</b><br>****See attached Specifications Annex A**** | 1   | LOT  | 375,366.56                             | 375,366.56        |                             |            |             |
|           |  |     |      |  | <b>375,366.56</b> |                             |            |             |
|           | <b>FOR SDCC</b>  |     |      |  |                   |                             |            |             |

Terms of payment: \_\_\_\_\_

Note: Price Validity: 120 days from the date of quotation

After having carefully read and accepted the terms and conditions of this RFQ, I/We quote you on the item at prices noted above inclusive of all costs and applicable taxes.

\_\_\_\_\_  
 Supplier/Bidder Authorized Representative's Signature over Printed Name  
 Date: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email address: \_\_\_\_\_

Mayor's Permit No.: \_\_\_\_\_  
 DTI/SEC/CDA Registration Certificate No.: \_\_\_\_\_  
 Phil-GEPS Registration No.: \_\_\_\_\_  
 (Please submit the photocopies of the above documents upon submission of quotation)

Canvassed by:

\_\_\_\_\_  
 Signature over Printed Name  
 Division Authorized Canvasser



New Imus Ave., Brgy. Day-as, Cebu City (032) 254-5923

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DepEd Tayo Cebu City



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\*\*\*\*ANNEX A

| Item Nos.   | ITEM & DESCRIPTION  | QTY  | UNIT | Approved Budget for the Contract (ABC) |                   | Supplier/Bidder's Quotation               |            |             |
|---|---|------|------|--|-------------------|---|------------|-------------|
|   |   |      |      | Unit Price                             | Total Price       | BRAND/Model if Applicable                 | Unit Price | Total Price |
| <b>SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR DIVISION OFFICE USE</b> |   |      |      |  |                   | Statement of compliants per specification |            |             |
| 1   | PAPER, MULTIPURPOSE A4, 500 Sheets per ream 70gsm                               | 500  | PCS  | 210.00                                 | 105,000.00        |   |            |             |
| 2   | Premium Digital Inkjet & Laser Paper, F4 216x330mm, 100g/m, 500 sheets per ream | 100  | PCS  | 400.00                                 | 40,000.00         |   |            |             |
| 3   | PAPER, MULTIPURPOSE Short, 500 Sheets per ream 70gsm                            | 50   | PCS  | 200.00                                 | 10,000.00         |   |            |             |
| 4   | Ball pen blue, 0.7mm (Box of 12) Gel Ink  | 200  | PCS  | 200.00                                 | 40,000.00         |   |            |             |
| 5   | Ball pen black, 0.7mm (Box of 12) Gel Ink                                       | 200  | PCS  | 200.00                                 | 40,000.00         |   |            |             |
| 6   | Battery, Alkaline size AA Two (2) pieces per blister pack                       | 100  | PCS  | 80.00                                  | 8,000.00          |   |            |             |
| 7   | Battery, Alkaline size AAA Two (2) pieces per blister pack                      | 100  | PCS  | 80.00                                  | 8,000.00          |   |            |             |
| 8   | Cartolina, assorted colors, 20 pieces of assorted colors per pack               | 20   | PCS  | 83.72                                  | 1,674.40          |   |            |             |
| 9   | ENVELOPE, Documentary, legal 500 pieces per box                                 | 3    | PCS  | 980.72                                 | 2,942.16          |   |            |             |
| 10  | ENVELOPE, Expanding with garter, legal size brown/blue/red                      | 500  | PCS  | 28.00                                  | 14,000.00         |   |            |             |
| 11  | FOLDER, white long  | 1500 | PCS  | 6.00                                   | 9,000.00          |   |            |             |
| 12  | MARKER, permanent black broad disposable  | 200  | PCS  | 35.00                                  | 7,000.00          |   |            |             |
| 13  | MARKER, permanent blue broad disposable   | 300  | PCS  | 35.00                                  | 10,500.00         |   |            |             |
| 14  | METACARDS, colored papers 4x8" 5 colors per pack (100sheets/color)              | 50   | PCS  | 350.00                                 | 17,500.00         |   |            |             |
| 15  | Notebook 20 leaves filler   | 1000 |      | 22.00                                  | 22,000.00         |   |            |             |
| 16  | Notebook 40 leaves composition  | 300  |      | 30.00                                  | 9,000.00          |   |            |             |
| 17  | TAPE, masking 48mm x 20 meters  | 200  |      | 70.00                                  | 14,000.00         |   |            |             |
| 18  | TAPE, transparent packaging 48mm x 20 meters                                    | 200  |      | 35.00                                  | 7,000.00          |   |            |             |
| 19  | TOILET TISSUE Paper, 2 ply made from 100%                                       | 50   |      | 195.00                                 | 9,750.00          |   |            |             |
| *****NOTHING FOLLOWS*****   |   |      |      |  |                   |   |            |             |
| <b>GRAND TOTAL (ABC) &gt;&gt;&gt;&gt;</b>                             |   |      |      |  | <b>375,366.56</b> |   |            |             |
| <b>TOTAL</b>  |   |      |      |  |                   |   |            |             |

Supplier/Bidder Authorized Representative's Signature over Printed Name

Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Email add: \_\_\_\_\_

Mayor's Permit No.: \_\_\_\_\_  
 DTI/SEC/CDA Registration Certificate No.: \_\_\_\_\_  
 Phil-GEPS Registration No.: \_\_\_\_\_

(Please submit the photocopies of the above documents upon submission of quotation)



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**"ANNEX A"**

**(SUPPLY AND DELIVERY OF OFFICE SUPPLIES FOR DIVISION OFFICE USE)**

**TERMS AND CONDITIONS:**

**A. Submission of Requirement**

- 1 Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at DepEd, Cebu City Division, 2nd Floor, BAC Office, Imus Avenue, Brgy. Day-as, Cebu City.
- 2 Supplier shall submit the following requirements:
  - a. Duly signed Request for Quotation. P
  - b. Valid and Current Mayor's Permit / Municipal License; and
  - c. Phil-GEPS Registration No./Certificate,

*Bidders failure to submit such documents within three (3) calendar days from receipt by the bidder of notice shall be ground for disqualification. (Note: Manufacturers, suppliers, distributors, contractors, and/or consultants are mandated to register with PhilGEPS and provide a PhilGEPS Registration Number in selected alternative methods of procurement as a condition for award of the contract/p.o.)*

**B. Price Validity**

Price validity should be 120 calendar days from the date of quotation.

**C. Award**

The supplier who submitted the lowest calculated and responsive quotation shall be awarded the Purchase Order/Contract after evaluation by the BAC.

**D. Delivery**

- 1 Delivery of Goods shall be made on March 28, 2025.  
Goods shall be delivered to the DepEd, Cebu City Division, Imus Avenue, Brgy. Day-as, Cebu City, Philippines, herein defined as Project Site,
- 2 costs to the account of Supplier. Risk and title shall pass from the Supplier to the Purchaser upon receipt and final acceptance of the Goods at Project Site.
- 3 Upon delivery of the Goods to the Project Site, the Supplier shall notify the Purchaser and present the following documents to the Purchaser:
  - i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price and total price.
  - ii. Original and 4 copies of Delivery Receipts
  - iii. Original Statement of Accounts
  - iv. Approved PO
  - v. Warranty Certificate(s), (if any)

For the purpose of these conditions, Purchaser's representative at the Project Site is the Supply / Property Officer of DepEd, Cebu City Division.

**E. Evaluation of Quotations**

Quotations shall be compared and evaluated on the basis of the following criteria:

- 1 Completeness of Submission
- 2 Compliance with Technical Specifications
- 3 Price

**F. Instructions**

Supplier shall be responsible for the source(s) of its goods/services/equipment, and shall provide in accordance with the schedule, and

- 1 specifications of the RFQ – or contract/award/purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the provider.

Supplier shall pick-up the purchase order issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).

- 2 Supplier who accepted a purchase order / contract but failed to deliver the required Goods / services / equipment within the time called for in the purchase order / contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise, and other taxes and revenue charges shall be paid by the provider.
6. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

**G. Packing**

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in appropriate containers with label identifying the content and quantity per package with the name of the Purchaser and marked "Not for

**H. Inspection**

- 1 All deliveries by supplier shall be subject to inspection, and acceptance by the DepEd Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by the DepEd on the Goods shall be to the account of the suppliers.
- 2 For the purpose of this condition, Purchaser's representative at Project Site is the Chairman, Division Inspection Committee.

**I. Liquidated Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods/services/equipment.

**J. Warranty**

Supplier warrants that all goods/services/equipment's to be provided are of acceptable industry standard. Warranty shall be for a period of six (6) months for supplies and materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site.

**K. Payment**

One hundred percent (100%) of the Contract Price shall be paid to the supplier after acceptance of the Goods / Services / Equipment at the Project Site and submission of the documents provided under E. Delivery.

**L. Reservation Clause**

DepEd, Cebu City Division reserves the right to reject any and all quotations, not to award the PO or annul the bidding process without thereby incurring any liability to the affected parties.

**After having carefully read and accepted your Request for Quotation (RFQ) and its Terms and Conditions, I/We submit herein price quotation(s) for the item(s) in this RFQ. The quotations shall be binding upon me/us for thirty (30) calendar days reckoned from last day of submission indicated in this RFQ. The corresponding Award or Purchase Order shall be accepted by us at any time before expiration of this period.**



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