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)

RFQ No. : 2026-10-288
Date: October 13, 2026
PR No.: 288

Company Name: _____

Company Address: _____

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.

JEANNE J. EGGER
BAC Member

JOCELYN B. TEJANO
BAC Member

JOHN PAUL D. LESONDATO
BAC Member

ALLAN S. PANCHO, JR.
BAC Vice-Chairman

LYRA L. ILLAGA
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	**SUPPLY AND DELIVERY OF TRAINING MATERIALS FOR DIVISION TRAINING ON THE ART OF STORYTELLING AND MEANINGFUL CLASSROOM ENGAGEMENT** ***** See attached Specification ANNEX A *****	1	LOT	12,660.00	12,660.00			
					12,660.00			
FOR SDCC								

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

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BIDS AND AWARDS COMMITTEE – GOODS AND SERVICES

REQUEST FOR PRICE QUOTATION (RFQ)

RFQ No. : 2026-10-288
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ANNEX A

SUPPLY AND DELIVERY OF TRAINING MATERIALS FOR DIVISION TRAINING ON THE ART OF STORYTELLING AND MEANINGFUL CLASSROOM ENGAGEMENT

Item Nos.	ITEM & DESCRIPTION	QTY	UNIT	Approved Budget for the Contract (ABC)		Supplier/Bidder's Quotation		
				Unit Price	Total Price	BRAND/Model if Applicable Statement of compliants per specification	Unit Price	Total Price
1	BALLPEN (BLUE/BLACK)	150	PC	15	2,250.00			
2	META CARDS	40	PACK	80	3,200.00			
3	LONG BROWN ENVELOPE	150	PC	15	2,250.00			
4	BONDPAPER A4 (70gsm)	2	REAM	240	480.00			
5	SPECIAL PAPER	1	REAM	1280	1,280.00			
6	MASKING TAPE 1"	4	ROLL	50	200.00			
7	PENTEL PEN BROAD (ASSORTED COLOR)	30	PC	25	750.00			
8	NOTEBOOK	150	PC	15	2,250.00			
9	**********NOTHING FOLLOWS**********				-			
10					-			
11					-			
12					-			
13					-			
14					-			
15					-			
				GRAND TOTAL (ABC) >>>>	12,660.00			
	TOTAL							

_____
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)

RFQ No. : *2026-10-288*

"ANNEX B"

SUPPLY AND DELIVERY OF TRAINING MATERIALS FOR DIVISION TRAINING ON THE ART OF STORYTELLING AND MEANINGFUL CLASSROOM ENGAGEMENT

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. Prices shall be quoted in Philippine Peso.
b. Valid and Current Mayor's Permit / Municipal License; and
c. Phil-GEPS Registration No./Certificate,
d. Omnibus Sworn Statement (For ABCs above 50,000) - GPPB Reso No: 10-2026
e. Income / Business Tax Return (For ABCs above 500,000)- GPPB Reso No: 10-2026

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 within **7 calendar days** from date of receipt of Purchase Order.

2 Goods shall be delivered to the DepEd, Cebu City Division, Imus Avenue, Brgy. Day-as, Cebu City, Philippines, herein defined as Project Site, 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

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

2 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)s or item(s).

3 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 Sale – Government Property".

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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