



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

REQUEST FOR QUOTATION (RFQ)

PROJECT NO: [DepED-RO6-D1-REPAINTING-EXTERIOR-CEILING-NP-062-2025](#)

The Department of Education Schools Division of Aklan, through its Bids and Awards Committee (BAC) invites the suppliers to submit quotation and to bid for the hereunder list of procurement:

Name of Project: **REPAINTING OF EXTERIOR AND CEILING OF DIVISION OFFICE**

Funding Source: **Government of the Philippines (GoP) 2025**

Approved Budget Cost: **Php234,120.43**

Mode of Procurement: **Negotiated Procurement – Two-Failed Biddings**

1. The Department of Education Schools Division of Aklan, through the General Appropriations Act (GAA) 2024 intends to apply the total sum **TWO HUNDRED THIRTY-FOUR THOUSAND ONE HUNDRED TWENTY PESOS AND FORTY-THREE CENTAVOS (Php234,120.43)** being the total ABC to payments under the contract for **REPAINTING OF EXTERIOR AND CEILING OF DIVISION OFFICE**. Bids received in excess of the ABC for each lot shall be automatically rejected at bid opening.

Lot No.	Project Description	Location	Approved Budget for the Contract	Contract Duration
1	Removal of Old Painting and Repainting of Exterior Walls and Exterior Ceiling	Poblacion, Numancia, Aklan	Php234,120.43	75 Calendar Days
TOTAL			Php234,120.43	

2. The Department of Education Schools Division of Aklan through the Bids and Awards Committee (BAC) now invites for the above-mentioned Procurement Project.
3. The Procurement procedure for this requirement is Negotiated Procurement for Two-Failed Biddings pursuant to Section 53.1 of 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The selection of the successful offer shall be based on the best and final offer that will be submitted on the set deadline to the BAC and which would meet the minimum technical specifications required.

4. A complete set of Bidding Documents may be acquired by interested Bidders on **August 28, 2025 to September 1, 2025** from the given address and website(s).
5. Three (3) copies of the proposals (one original, copy 1, and copy 2) must be submitted to the BAC which must be duly received by the BAC Secretariat through manual submission on **September 1, 2025, on or before 9:00 AM** at **Schools Division Office, Poblacion, Numancia, Aklan.**
6. Interested bidders shall submit the following documents in sealed envelopes, labeled as “Negotiated Procurement for Two-Failed Biddings”, with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.

A. Eligibility and Technical Documents

- a) Valid PhilGEPS Registration Certificate;
- b) Mayor’s/Business Permit;
- c) Income tax return and Audited Financial Statements;
- d) PCAB License; and
- e) Project Requirements, which shall include the following:
 - a. Organizational chart for the contract to be bid;
 - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; and
 - d. Notarized Omnibus Sworn Statement (OSS) supported with Notarized Secretary’s Certificate in case of a corporation or cooperative; in case of partnership or single proprietorship, the bidder shall submit Special Power of Attorney executed by the partners or single proprietorship; whichever is applicable.

B. Financial Documents

- f) Original of duly signed and accomplished Quotation Form;
 - g) Original of duly signed Bid Prices in the Bill of Quantities;
 - h) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and
 - i) Cash Flow by Quarter.
7. The Head of the Procuring Entity reserves the right to reject and all Bids, declare failure of bidding, or not award the contract in accordance with Section 41 of the 2016 revised Implementing Rules and Regulations.

I. Quotation Form

Quantity	Unit	Name of Articles	Unit Price	Total Price
1	Lot	Removal of Old Painting and Repainting of Exterior Walls and Exterior Ceiling		
Total Amount in Figures (Php):				
Total Amount in Words:				

II. Terms and Conditions:

1. Delivery Period: As stated in the Schedule of Requirements
2. Delivery Site: As stated in the Schedule of Requirements
3. Price Validity: 120 days from submission of quotation
4. Warranty: No Warranty
5. Price is inclusive of all costs and applicable taxes.

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Suppliers Business Name: _____

PhilGEPS Reg. No. _____ **RED**

Address: _____

TIN: _____

Contact Number: _____

Email Address: _____

VAT Non-VAT VAT Exempt

Supplier's Signature Over Printed Name

The Schedule of BAC Activities are as follows:

Activity	Date and Time	Venue
Issuance of RFQ	August 28 to September 1, 2025 8:00 AM – 5:00 PM	DepED Schools Division of Aklan, Poblacion, Numancia, Aklan
Pre-Bid Conference	Not applicable	Not applicable
Submission & Receipt of Canvass	On or before September 1, 2025 5:00 PM	DepED Schools Division of Aklan, Poblacion, Numancia, Aklan

DepED reserves the right to accept or reject any or all canvasses, to annul the procurement process, or declare failure of procurement at any time prior to contract award without thereby incurring any liability to the affected parties.

For further information, please refer to:

JUNE R. PATRICIO

Secretariat

Bids and Awards Committee (BAC)

Department of Education, Schools Division of Aklan,
Poblacion, Numancia, Aklan,

Telephone No. (036) 265-3744 local 109

E-Mail: sdoaklan.bac@deped.gov.ph

RAMON D. PARAS JR. EdD

BAC Chairperson

Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <ol style="list-style-type: none"> a. Repair works and other related works
7.1	<i>Subcontracting is not allowed.</i>
10.3	<i>Not applicable.</i>
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <ol style="list-style-type: none"> 1. List of Contractors Personnel (SF-INFR-48) to be assigned the contract to be bid with their respective curriculum vitae showing among others, their educational attainment, professional qualification and experience (Form SF-INFR-48). <ol style="list-style-type: none"> a. Project Manager/General Foreman b. Licensed Civil Engineer c. Painter d. Carpenter e. Mason f. Helper g. Health and Safety Engineer/Officer with valid Certificate of Training in Occupational Safety and Health <p>The supporting documents stated in the said form shall be submitted during post-qualification evaluation. Duplication of functions of Key Personnel for the project shall not be allowed.</p> <p>In the event that the bidder intends to participate in the procurement of two (2) or more projects, overlapping of Key Personnel shall not be allowed.</p> <ol style="list-style-type: none"> 2. Duly Signed Statement of Availability of Key Personnel and Equipment (Form SF-INFR-18)

10.5	<p>The minimum major equipment requirements are the following:</p> <p>Lot 1</p> <p>a. Hand Tools</p> <p>List of Contractor's Equipment OWNED/LEASED and/or UNDER PURCHASED AGREEMENT assigned to the Proposed Contract (FORM SF-INFR-49).</p> <p>Proof of Ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; shall be submitted during post-qualification evaluation.</p> <p>In the event that the bidder intends to participate in the procurement of two (2) or more projects, overlapping of Pledged Equipment shall not be allowed.</p>
12	No further instructions.
15.1	Not applicable.
16	Not applicable.
19.2	No Partial Bid will be accepted.
20	Not applicable.
21	<p>Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.</p>

General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Possession of Site

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity’s Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex “E” of the 2016 revised IRR of RA No. 9184.

4. The Contractor’s Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity, but in no case later than the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184, accompanied by an Insurance Commission Certificate stating that the surety and/or insurance company is authorized to issue such bond or security.

Please note: The validity of the Performance Security must be until the issuance of the Certificate of Final Acceptance by the Procuring Entity.

- 5.1. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

7. Warranty

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

11.3. The Contractor shall submit PERT- CPM, etc. to the Procuring Entity’s Representative within three (3) days from their receipt of the Notice of Award.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC**.

15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Special Conditions of Contract

GCC Clause	
2	No further instructions.
4.1	No further instructions.
6	No further instructions.
7.2	Fifteen (15) years.
10	a. Dayworks are applicable at the rate shown in the Contractor’s original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within three (3) days of delivery of the Notice of Award.
11.2	Not Applicable.
11.3	Contractor shall submit PERT- CPM, etc. to the Procuring Entity’s Representative within three (3) days from their receipt of the Notice of Award.
13	The amount of the advance payment is 15% mobilization
14	Not Applicable.
15.1	No operating and maintenance manuals are required. The date by which “as built” drawings are required is seven (7) days after the request for variation order and ten (10) days prior to the request for final billing, if the as built plan is required by the DepEd Engineer necessary for works correction/s.
15.2	Not Applicable.

CONTRACTOR'S LOGO

PROGRAM OF WORKS

BILL OF QUANTITIES

School : DIVISION OFFICE	Date:					
School I.D. :	Budget Allocation:		PHP 234,120.43			
Region : VI	Engineering and Administrative Overhead:		PHP 0.00			
Division : DIVISION OF AKLAN	Approved Budget for the Contract:		PHP 234,120.43			
Project Title :	Completion Period:					
: REPAINTING OF EXTERIOR WALL AND CEILING OF DIVISION OFFICE	Minimum Required Manpower:					
	General Foreman					
	Helper		Mason			
Plan :	Minimum Required Equipment:					
Location : POBLACION, NUMANCIA, AKLAN	Hand Tools					
ITEM NO.	Item Description	% of Total	Unit	Quantity	Total Cost	Remarks
	I. DIRECT COST					
: REPAINTING OF EXTERIOR WALL AND CEILING OF DIVISION OFFICE						
	Painting Works		lot	1.00		
	Surface Preparation		lot	1.00		
	Sub-Total					
	II. INDIRECT COST 22% of (I)					
	Overhead Expenses (8%)					
	Contingencies (3%)					
	Miscellaneous (1%)					
	Contractor's Profit (10%)					
	Sub-Total					
	III. TAX 5% of (I+II)					
	Sub-Total					
	IV. TOTAL CONSTRUCTION COST (I + II + III)					

Prepared by:

 Contractor

CONTRACTOR'S LOGO

PROGRAM OF WORKS

DETAILED COST ESTIMATE

PROJECT : **REPAINTING OF EXTERIOR WALL AND CEILING OF DIVISION OFFICE**
 SCHOOL : DIVISION OFFICE
 LOCATION : POBLACION, NUMANCIA, AKLAN
 OWNER : DEPARTMENT OF EDUCATION

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
: REPAINTING OF EXTERIOR WALL AND CEILING OF DIVISION OFFICE								
<i>Painting Works</i>								
	Exterior wall	sq m	1,252.52					
	Latex, Flat	gal	51.00					
	Latex, Semi Gloss	gal	51.00					
	Skim Coat	sack	51.00					
	Paint Roller w/ Pan- 9"	pc	5.00					
	Paint Roller Foam	pc	5.00					
	Paint Brush 4"	pc	10.00					
	Paint Brush 2"	pc	10.00					
	Paint Roller	pc	3.00					
	Steel Palete	pairs	5.00					
	Sanding Paper #100	pc	20.00					
	Sanding Paper #120	pc	20.00					
	Exterior Ceiling and Steel Surfaces	sq m	120.00					
	Enamel, Flatwall	gal	6.00					
	Enamel, Semi Gloss	gal	12.00					
	Paint Thinner	L	5.00					
	Quick Dry Enamel	gal	16.00					
	Concrete Pwd Ramp Area	sq m	24.36					
	Rubberized Paint	gal	2.00					
	Sub-total							
	Surface Preparation							
	Scaffolding and scraping of bubbled paints and rectifying big cracks	lot	1.00					
	Sub-total							
	MATERIALS (VAT inclusive)							
	LABOR							
	DIRECT COST							
	INDIRECT COST 22% of (I)							
	TAX 5% of (I + II)							
	TOTAL CONSTRUCTION COST (I + II + III)							

Prepared by:

Contractor

Project ID:
Project Name:
Location of the Project:

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant],
after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

1. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting**;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the

Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
- Carefully examining all of the Bidding Documents;
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]