



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

REQUEST FOR QUOTATION (RFQ)

PROJECT NO: [DepEd-Aklan-SVP-025-2026](#)

March 11, 2026

Date

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

Name of Project: **PROCUREMENT OF CONTINUOUS PAPER AND PRINTER RIBBON AND DELIVERY**

Funding Source: **Government of the Philippines (GoP) 2026**

Approved Budget for the Contract (ABC): **FIVE HUNDRED TWENTY-NINE THOUSAND SIX HUNDRED EIGHTY-ONE PESOS ONLY (Php529,681.00)**

Mode of Procurement: **Section 34. Small Value Procurement (IRR of RA 12009)**

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- 1) Accomplish this RFQ correctly and accurately.
- 2) Submit your quotation duly signed by your authorized representative to the BAC Secretariat, Department of Education, Schools Division of Aklan, Poblacion, Numancia, Aklan, not later than **March 16, 2026, at 12:00 PM.**
- 3) Do not alter the contents of this form in any way.
- 4) All technical specifications must be complied with. Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- 5) Bidders must submit the following:
 - **Mayor's/Business Permit**
 - **Certificate of PhilGEPS Registration/ PhilGEPS Registration Number**
 - **Income/Business Tax Return** (For ABC's higher than 500k)
 - **Omnibus Sworn Statement** (For ABC's higher than 50k) and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder. Template may access to this link: <https://home.depedaklan.online/ngpa-omnibus-sworn-statement-form/>

The Head of the Procuring Entity (HoPE) of the DepEd-SDO Aklan reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For further information, please refer to:

RICHARD D. RELATIVO

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 (sgd.)
Assistant Schools Division Superintendent
BAC Chairperson



TERMS AND CONDITIONS:

1. The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, viz.:
 - a. Purchase Request (PR);
 - b. Request for Quotation (RFQ);
 - b.1 Instructions;
 - b.2 Terms and Conditions;
 - b.3 Schedule of Requirements;
 - b.4 Technical Specifications;
 - c. Omnibus Sworn Statement;
 - d. Abstract of Quotations;
 - e. Notice of Award;
 - f. Purchase Order;
 - g. Notice to Proceed;
 - h. Other contract documents that may be required by existing laws and/or the Entity.
2. Bidders shall provide correct and accurate information required in this form.
3. 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.
4. Price quotation/s must be valid for a period of FORTY-FIVE (45) calendar days from the deadline of submission.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract for each lot shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DepEd - SDO Aklan 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.
8. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Item/s delivered shall be inspected on the scheduled date and time of the DepEd - SDO Aklan. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
11. The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days from submission of documents under this Contract shall be as follows:
 - a) Full Payment upon completion of the projectPayment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip/Delivery Receipt/Charge Invoice/Charge Sales Invoice and/or Billing statement, by the supplier.
12. 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 DepEd - SDO Aklan may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
13. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under the Implementing Rules and Regulations of RA No. 12009.
14. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall form part of the contract.

I. Schedule of Requirements

Procurement of Continuous Paper and Printer Ribbon and Delivery – Lot 1 (Continuous Paper)						
Item	Unit	Description	Quantity	Approved Budget for the Contract (ABC)	Delivery Drop-off Point	Delivered, Weeks/ Months/ Contract Duration
Lot	1	<p>Payroll Procurement of Computer Paper Continuous Form, 11 x 14 7/8", carbonless: 4 ply (1st ply: cb, white, 55 gsm; 2nd and 3rd ply: cfb, white, 50 gsm 4th ply: cf, white, 55 gsm); 500 sets/box; with perforation on both sides, compatible with Printronix 8000/7000</p> <p>Payslip Computer Paper Continuous Form, 11 x 9 1/2"x11"; 1 ply, 70 gsm, 2000 sets/box; With perforation on both sides; With invisible water mark bearing the approved DepEd Region VI logo; With one-color invisible fiber and two-color visible fiber</p> <p>Remittance Computer Paper Continuous Form, 11 x 9 1/2", carbonless 3 ply (1st ply: cb, white, 55 gsm; 2nd ply :cfb, white, 50 gsm; 3rd ply: cf, white, 55 gsm); 500 sets/box; With perforation on both sides, compatible with Printronix 8000/7000</p>	56 Boxes 56 boxes 56 boxes	Php503,776.00	DepEd Regional Office VI, Duran Street, Iloilo City	45 Calendar Days
TOTAL ABC					Php503,776.00	

Procurement of Continuous Paper and Printer Ribbon and Delivery – Lot 2 (Printer Ribbon)						
Item	Unit	Description	Quantity	Approved Budget for the Contract (ABC)	Delivery Drop-off Point	Delivered, Weeks/ Months/ Contract Duration
Lot	2	<p>Procurement of Continuous Paper and Printer Ribbon and Delivery – Lot 2 (Printer Ribbon)</p> <p>Printer Ribbon Printronix P8000/P7000 Extended Life Cartridge Ribbon</p>	5 Rolls	Php25,905.00	DepEd Regional Office VI, Duran Street, Iloilo City	45 Calendar Days
TOTAL ABC					Php25,905.00	

II. Technical Specifications

Item	Specification	Statement of Compliance
		<i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i>
Payroll Procurement of Computer Paper Continuous Form	11 x 14 7/8", carbonless: 4 ply (1st ply: cb, white, 55 gsm; 2nd and 3rd ply: cfb, white, 50 gsm 4th ply: cf, white, 55 gsm); 500 sets/box; with perforation on both sides, compatible with Printronix 8000/7000	

Payslip Computer Paper Continuous Form	11 x 9 1/2"x11"; 1 ply, 70 gsm, 2000 sets/box; With perforation on both sides; With invisible water mark bearing the approved DepEd Region VI logo; With one-color invisible fiber and two-color visible fiber	
Remittance Computer Paper Continuous Form	11 x 9 1/2", carbonless 3 ply (1st ply: cb, white, 55 gsm; 2nd ply :cfb, white, 50 gsm; 3rd ply: cf, white, 55 gsm); 500 sets/box; With perforation on both sides, compatible with Printronix 8000/7000	
Printer Ribbon Printronix P8000/P7000 Extended Life Cartridge Ribbon	Printronix P8000/P7000 Extended Life Cartridge Ribbon	

III. Quotation Form for Lot 1

After having carefully read and accepted the terms and conditions, I/we submit our quotations for the item/s as follows. *Quotations that exceed the ABC per lot will be disqualified.*

Procurement of Continuous Paper and Printer Ribbon and Delivery – Lot 1 (Continuous Paper)				
Qty	Unit	Description	Unit Price	Total Price
56	Box	Procurement of Computer Paper Continuous Form, 11 x 14 7/8", carbonless: 4 ply (1st ply: cb, white, 55 gsm; 2nd and 3rd ply: cfb, white, 50 gsm 4th ply: cf, white, 55 gsm); 500 sets/box; with perforation on both sides, compatible with Printronix 8000/7000		
56	Box	Computer Paper Continuous Form, 11 x 9 1/2"x11"; 1 ply, 70 gsm, 2000 sets/box; With perforation on both sides; With invisible water mark bearing the approved DepEd Region VI logo; With one-color invisible fiber and two-color visible fiber		
56	Box	Computer Paper Continuous Form, 11 x 9 1/2", carbonless 3 ply (1st ply: cb, white, 55 gsm; 2nd ply :cfb, white, 50 gsm; 3rd ply: cf, white, 55 gsm); 500 sets/box; With perforation on both sides, compatible with Printronix 8000/7000		
Total Amount (Php):				
Total Amount in Words:				

Suppliers Business Name: _____
 PhilGEPS Reg. No. *(required)* _____ **RED**
 Address: _____
 TIN: _____
 Contact Number: _____
 Email Address: _____

VAT Non-VAT VAT Exempt

Supplier's Signature Over Printed Name



IV. Quotation Form for Lot 2

After having carefully read and accepted the terms and conditions, I/we submit our quotations for the item/s as follows. *Quotations that exceed the ABC per lot will be disqualified.*

Procurement of Continuous Paper and Printer Ribbon and Delivery – Lot 2 (Printer Ribbon)				
Qty	Unit	Description	Unit Price	Total Price
5	Roll	Printronic P8000/P7000 Extended Life Cartridge Ribbon		
Total Amount (Php):				
Total Amount in Words:				

Suppliers Business Name: _____
 PhilGEPS Reg. No. *(required)* **RED** _____
 Address: _____
 TIN: _____
 Contact Number: _____
 Email Address: _____

VAT Non-VAT VAT Exempt

Supplier’s Signature Over Printed Name

