



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

**REQUEST FOR QUOTATION (RFQ)**

PROJECT NO: [DepEd-Aklan-SVP-058-2026](#)

**May 15, 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: **PROPOSED REPAIR AND REHABILITATION OF 1 SCHOOL BUILDING (1 CLASSROOM) OF OSMAN ELEMENTARY SCHOOL, MALINAO, AKLAN**

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

Approved Budget for the Contract (ABC): **FIVE HUNDRED THOUSAND PESOS ONLY (Php500,000.00)**

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 **May 19, 2026, at 05:00 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**
  - **Philippine Contractors Accreditation Board (PCAB) License**
  - **Income/Business Tax Return** (For ABC's higher than 500k)
  - **Original of duly signed Bid Prices in the Bill of Quantities and Detailed Estimates Form**
  - **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](mailto:sdoaklan.bac@deped.gov.ph)

**RAMON D. PARAS, JR., EdD**  
Assistant Schools Division Superintendent  
BAC Chairperson



Aklan West Road, Poblacion, Numancia, Aklan  
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741  
Website: <http://www.depedaklan.online>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)

Request for Quotation (RFQ) for the procurement project titled: Proposed Repair and Rehabilitation Of 1 School Building (1 Classroom) Of Osman Elementary School, Malinao, Aklan Page 1 of 6

### **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. Contract;
  - g. Performance Security;
  - h. Notice to Proceed;
  - i. 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 Performance Security shall be in the form of **Surety Bond** in the amount of not less than 30% of the contract price.
10. The item/s shall be delivered according to the accepted offer of the bidder.
11. 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.
12. The method and conditions of payment to be made to the Supplier/Contractor 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.
13. 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.
14. 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.

**I. Schedule of Requirements**

Lot No.	Project Description	Location	Approved Budget for the Contract	Contract Duration
1	<b>PROPOSED REPAIR AND REHABILITATION OF 1 SCHOOL BUILDING (1 CLASSROOM) OF OSMAN ELEMENTARY SCHOOL, MALINAO, AKLAN</b>	<b>Osman Elementary School, Malinao, Aklan</b>	<b>Php500,000.00</b>	<b>45 Calendar Days</b>
<b>TOTAL</b>			<b>Php500,000.00</b>	

**II. Bill of Quantities**

# CONTRACTOR'S LOGO

**PROGRAM OF WORKS**

**BILL OF QUANTITIES**

REPAIR 2026 - REGION VI - AKLAN - 000

School: OSMAN ELEMENTARY SCHOOL		Date:				
School I.D : 114869		Budget Allocation:		PHP 500,000.00		
Region : VI		Engineering and Administrative Overhead:		PHP 0.00		
Division : DIVISION OF AKLAN		Approved Budget for the Contract:				
Project Title :		Completion Period: 45 calendar days				
: PROPOSED REPAIR AND REHABILITATION OF 1 SCHOOL BUILDING (1 CLASSROOM)		Minimum Required Manpower:				
		General Foreman	Welder	Carpenter		
		Helper	Mason	Painter		
Plan :		Minimum Required Equipment:				
Location OSMAN, MALINAO, AKLAN		Hand Tools		Welding Machine		
		One-Bagger Mixer		Bar Cutter		
ITEM NO.	Item Description	% of Total	Unit	Quantity	Total Cost	Remarks
<b>I. DIRECT COST</b>						
	GENERAL REQUIREMENTS		lot	1.00		
<b>BLDG. 1 - DEP-ED STANDARD TYPE SCHOOL BUILDING 1 CLASSROOM</b>						
8.000	Roofing Works		In.m	110.00		
7.000	Steel Works		lot	1.00		
9.000	Carpentry Works		lot	1.00		
10.000	Electrical Works		lot	1.00		
6.000	Doors and Windows		lot	1.00		
13.000	Painting Works		sq m	287.00		
<b>Sub-Total</b>						
<b>II. INDIRECT COST</b> ___% of (I)						
Overhead Expenses ( ___%)						
Contingencies ( ___%)						
Miscellaneous ( ___%)						
Contractor's Profit ( ___%)						
<b>Sub-Total</b>						
<b>III. TAX 5% of (I+II)</b>						
<b>Sub-Total</b>						
<b>IV. TOTAL CONSTRUCTION COST (I + II + III)</b>						

Prepared by:

\_\_\_\_\_

CONTRACTOR



Aklan West Road, Poblacion, Numancia, Aklan  
 Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738 | (036) 265 3740 | (036) 265 3741  
 Website: <http://www.depedaklan.online>  
 Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)

Request for Quotation (RFQ) for the procurement project titled: Proposed Repair and Rehabilitation Of 1 School Building (1 Classroom) Of Osman Elementary School, Malinao, Aklan

# CONTRACTOR'S ESTIMATE

## DETAILED COST ESTIMATE

PROJECT : PROPOSED REPAIR AND REHABILITATION OF 1 SCHOOL BUILDING (1 CLASSROOM)  
 SCHOOL : OSMAN ELEMENTARY SCHOOL  
 LOCATION : OSMAN, MALINAO, AKLAN  
 OWNER : DEPARTMENT OF EDUCATION

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
<b>GENERAL REQUIREMENTS</b>								
	Mobilization/Temporary Structures, Utilities and Services/Demobilization	lot	1.00					
	Safety and Health	lot	1.00					
	Project Billboard	lot	1.00					
	Fire Safety Inspection Certificate (FSIC)	lot	1.00					
	Other Permit Fee	lot	1.00					
	LBP Marker	lot	1.00					
	Hauling cost	lot	1.00					
	<b>Sub-total</b>							
<b>BLDG. 1 - DEP-ED STANDARD TYPE SCHOOL BUILDING 1 CLASSROOM</b>								
<b>8.0000 Roofing Works</b>								
8.0100	Removal of Roofing Sheets	sq m	79.00					
8.0200	Removal of Ridge Roll	pc	8.00					
8.0300	Removal of Flashing	pc	9.00					
8.0500	Removal of Fascia Board	pc	22.00					
8.0600	G.I. Long-Span Roofing, Corrugated, Pre-Painted, 1220mm x 0.5mm BMT	lm	110.00					
8.0800	G.I. Flashing, Preformed, Pre-Painted, 0.610m x 2.440m x 0.5mm BMT	pc	8.00					
8.0700	G.I. Ridge Roll, Preformed, Pre-Painted, 0.610m x 2.440m x 0.5mm BMT	pc	4.00					
9.1430	Fascia Board, Fiber Cement 12" x 8'	pc	11.00					
	L 20 x 20 x 2mm	kg	48.00					
	L 38 x 38 x 4.5mm	kg	31.00					
	3" Flat head Countersunk screw	pc	190.00					
	J-Bolt (6mm dia.)	pc	371.00					
8.1000	Teckscrew 2-3/4"	pc	647.00					
8.1300	Roof Sealant	L	2.00					
	<b>Sub-total</b>							
<b>7.0000 Steel Works</b>								
7.0200	2" x 6" x 1.5mm C - purlins	kg	734.00					
7.1010	L 50 x 50 x 2mm	kg	5.00					
7.2200	12mmØ Sag Rods with Standard Nuts and Washers	pc	96.00					
7.1900	Plain Round Bar 16mmØ x 6m	pc	9.00					
7.2100	Turn Buckle 16 mmØ	pc	8.00					
7.3600	Welding Rod	kg	45.00					
13.1100	Primer, Zinc Chromate	gal	2.00					
	<b>Sub-total</b>							
<b>9.0000 Carpentry Works</b>								
<b>Interior ceiling</b>								
9.0100	Removal of Ceiling	sq.m	63.00					
9.0500	Plywood, Marine 1/4" x 4' x 8'	pc	22.00					
	50 mm x 50 mm Ceiling Joist	bd.ft	128.00					
	50 mm x 75 mm Ceiling Joist	bd.ft	184.00					
9.1700	Rough Lumber, Sun Dried, Tanguile	bd.ft	312.00					
9.2100	Finishing Nails	kg	2.00					
	CWN, Assorted	kg	6.00					
9.2200	Concrete Nails	kg	2.00					
	Wood Preservative, Brown	L	2.00					
<b>Exterior ceiling</b>								
9.0100	Removal of Ceiling	sq.m	45.00					
9.0500	Plywood, Marine 1/4" x 4' x 8'	pc	8.00					
	50 mm x 50 mm Ceiling Joist	bd.ft	82.00					
	50 mm x 75 mm Ceiling Joist	bd.ft	51.00					
9.1700	Rough Lumber, Sun Dried, Tanguile	bd.ft	133.00					
9.2100	Finishing Nails	kg	1.00					
	CWN, Assorted	kg	3.00					
9.2200	Concrete Nails	kg	1.00					
	Wood Preservative, Brown	L	1.00					
	25mm x 25mm x 300mm Wood slats @25mm clear spacing ceiling ventilation (provide stainless steel wire mesh inside)	pc	4.00					

1 of 2

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
	<i>Blackboards</i>	sq.m	11.52					
9.1800	S4S Lumber, Kiln Dried, Tanguile	bd.ft	37.00					
9.2000	Lawanit, 1/4" thk	pc	2.00					
9.2100	Finishing Nails	kg	1.00					
4.0400	CWN, Assorted	kg	1.00					
9.2200	Concrete Nails	kg	1.00					
	<b>Sub-total</b>							
10.0000	<b>Electrical Works</b>							
	Roughing-ins							
10.0100	Electrical Conduit uPVC, 15mmØ	pc	12.00					
10.0490	RSC 20mmØ	pc	1.00					
10.0800	Entrance Cap 20mm dia.	pc	1.00					
10.1200	Junction Box, 4" x 4" G.I.	pc	4.00					
10.1300	Utility Box, 2" x 4" G.I.	pc	2.00					
	Wires & Fixtures							
10.1600	3.5 mm <sup>2</sup> THHN Wire, Stranded	m	158.00					
10.2700	Duplex Convenience Outlet, Grounding Type, Single Pole	set	2.00					
10.3200	Single Pole Wall Switches in One Switch Plate	set	1.00					
10.3610	FL 1 x 40W Industrial Type	set	6.00					
10.3700	Panel Box, Flush Type, 4 Branches	set	1.00					
10.4300	Circuit Breaker, 40A 2P	set	1.00					
10.4100	Circuit Breaker, 20A 2P	set	3.00					
10.5500	Electrical Tape	pc	2.00					
10.5400	Wall Fan, 60W, 230V, 60Hz	set	2.00					
	<b>Sub-total</b>							
6.0000	<b>Doors and Windows</b>							
6.0100	Removal of Door with Jamb	set	1.00					
6.0200	Removal of Window with Jamb	sq.m	17.00					
6.0200	Removal of Window with Jamb	sq.m	3.00					
6.0320	D-1, Panel Door 0.90m x 2.10m on 150mm Wooden Jamb complete with Accessories (lever type door knob)	set	2.00					
6.1009	Jalousie Window with Clear Glass Blades on JalouPlus Type Silver Colored Frame with Grilles with Concrete Jamb 1.6m x 0.6m	set	12.00					
	<b>Sub-total</b>							
13.0000	<b>Painting Works</b>							
	Concrete surfaces	sq.m	130.00					
13.0100	Neutralizer	gal	2.00					
13.0200	Latex, Flat	gal	6.00					
13.0400	Latex, Semi Gloss	gal	6.00					
13.0500	Acri Color	qrt	2.00					
	Interior Ceiling	sq.m	63.00					
13.0600	Enamel, Flatwall	gal	4.00					
13.0800	Enamel, Semi Gloss	gal	7.00					
13.0900	Paint Thinner	L	3.00					
	Exterior Ceiling	sq.m	45.00					
13.0600	Enamel, Flatwall	gal	3.00					
13.0800	Enamel, Semi Gloss	gal	5.00					
13.0900	Paint Thinner	L	2.00					
	Doors and Windows	sq.m	49.00					
13.0600	Enamel, Flatwall	gal	3.00					
13.0700	Glazing Putty	gal	3.00					
13.0800	Enamel, Semi Gloss	gal	5.00					
13.0900	Paint Thinner	L	2.00					
	<b>Sub-total</b>							
	Direct Cost							
	Indirect Cost ( ___ % of (I-Gen Req))							
	Tax (5% of I & II)							
	<b>Total Construction Cost (I + II + III)</b>							

Prepared:

\_\_\_\_\_  
Contractor

### III. Quotation Form

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 will be disqualified.*

PROPOSED REPAIR AND REHABILITATION OF 1 SCHOOL BUILDING (1 CLASSROOM) OF OSMAN ELEMENTARY SCHOOL, MALINAO, AKLAN			
Qty	Unit	Description	Total Price
1	Lot	PROPOSED REPAIR AND REHABILITATION OF 1 SCHOOL BUILDING (1 CLASSROOM) OF OSMAN ELEMENTARY SCHOOL, MALINAO, AKLAN	
<b>Total Amount (Php):</b>			
<b>Total Amount in Words:</b>			

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**