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

REQUEST FOR QUOTATION (RFQ)

PROJECT NO: DepEd-Aklan-SVP-201-2026

October 31, 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 REPLENISHENT MATERIALS FOR THE ADMINISTRATION OF THE SENIOR HIGH SCHOOL LITERACY AND NUMERACY ASSESSMENTS FOR GRADE 11 LEARNERS FOR SCHOOL YEAR 2025-2026**
Funding Source:	**Government of the Philippines (GoP) 2025**
Approved Budget Cost:	**TWO HUNDRED FORTY-SEVEN THOUSAND NINE HUNDRED TWENTY PESOS (Php247,920.00)**
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 in ***three (3) original signed copies***, to the BAC Secretariat, Department of Education, Schools Division of Aklan, Población, Numancia, Aklan, not later than **November 3, 2026, @ 12:00 P.M. in a sealed envelope marked across the flap.**
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:
   - **Valid Mayor's/Business Permit**
   - **Valid Certificate of PhilGEPS Registration/ PhilGEPS Registration Number**
   - **Latest 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 be accessed at this link:* ***https://home.depedaklan.online/ngpa-omnibus-sworn-statement-form/***
   - **For the Authorized Signatory: Attach the original or certified true copy of notarized Secretary's Certificate, in the case of a corporation, partnership, or cooperative; or the original or certified true copy of Special Power of Attorney for sole proprietorship** (if applicable, executed by all members of the joint venture)**, granting full power and authority to its designated officer to sign the Request for Quotation (RFQ) and perform all acts necessary to represent the Bidder.**

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
Head, BAC 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**

(sgd.) Dr. LUZ U. BANSON, CESO VI
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 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 project

    Payment 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

Item	Unit	Description	Quantity	Total	Delivered, Weeks/ Months
1	ream	Bond Paper, A4	508	Php247,920.00	Must be delivered within Thirty (30) Calendar Days upon receipt of Notice to Proceed
2	bottle	Epson Ink 003, black	300		

II. Technical Specifications

Item	Specification	Statement of Compliance
		*[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.]*
Bond Paper, A4	Size A4, white, substance 20 book paper	
Epson Ink 003, black	Genuine product, 70ml, must have Certificate of Genuine Product	

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 per item will be disqualified. Please do not leave any blank items. Indicate "0" if item being offered is for free.

PROCUREMENT OF REPLENISHENT MATERIALS FOR THE ADMINISTRATION OF THE SENIOR HIGH SCHOOL LITERACY AND NUMERACY ASSESSMENTS FOR GRADE 11 LEARNERS FOR SCHOOL YEAR 2025-2026					
Item	**Unit**	**Description**	**Quantity**	**Unit Price**	**Total Price**
1	ream	Bond Paper, A4	508		
2	bottle	Epson Ink 003, black	300		
				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