



Republic of the Philippines  
**Department of Education**  
 REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**

videante

**BIDS AND AWARDS COMMITTEE**

Request for Quotation for Goods and Services

Purchase Request No. : **2025-067**

Date: **March 24, 2025**

**To: All Eligible Suppliers**

Please quote your lowest price on the items below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 03/29/25 in the return envelope attached herewith.

  
**DELFIN A. BONDAD**  
 BAC Chairman

Signature over Printed Name  
 Canvasser \_\_\_\_\_

.....  
**TERMS & CONDITIONS**  
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**A. Submission of Requirements**

1. All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
2. Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
  - a. Philgeps Registration
  - b. DTI/SEC Registration
  - c. Mayor's Permit/Business Permit
  - d. Tax Clearance Certificate
  - e. PCAB License *(for Infrastructure Projects)*

**B. Evaluation of Quotations**

1. Quotation shall be compared and evaluated based on the following criteria:
  - a. Completeness of Submission
  - b. Compliance with Technical Specifications
  - c. Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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.

**C. Award**

1. The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
2. Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
3. Once Purchase Order is awarded, the photocopy of bank account number of the Supplier's Company must be submitted *(preferably Land Bank, if available)*

**D. Delivery**

1. Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
2. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. Deliverables shall be delivered to the SDO Catanduanes or wherever the Project Site is defined, cost to the account of supplier. Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site.
4. Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
  - a. Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
  - b. Original and 4 copies of Delivery receipts
  - c. Original Statement of Accounts
  - d. Approved Purchase Order
  - e. Warranty Certificate



San Roque, Virac, Catanduanes  
 052-624601  
 catanduanes@deped.gov.ph  
 www.depeddivisionoffice.vrac / www.catanduanes.deped.gov.ph



**E. Instructions**

- Supplier shall be responsible for the source(s) of its Goods/Equipment and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be a ground for cancellation of the award or purchase order issued to the supplier.
- Supplier shall pick up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
- Supplier who accepted a Purchase Order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 9184 and it's IRR against the supplier.
- Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
- All duties, excise taxes and revenue charges shall be paid by the Supplier.
- All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
- All pages of the Request for Quotation shall be initiated by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

**F. Inspection**

To confirm their conformity to the technical specifications all deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user. And, all costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

**G. Liquidated Damages**

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of the delivery of the purchased goods. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract, without prejudice to other courses of action and remedies open to it.

**H. Warranty**

Warranty shall be for the 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.

**I. Payment**

One hundred percent (100%) of the contract price shall be paid to the Supplier after acceptance of the goods at project site and submission of the required supporting documents provided under letter D *Delivery*.

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The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by DepEd SDO Catanduanes BAC.

Approved Budget of the Contract for this project: **PhP 105,062.00**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	<b>PROCUREMENT OF SCIENCE AND MATHEMATICS EQUIPMENT (SME) PACKAGES TO PUBLIC ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL FOR FISCAL YEAR 2024 (SAVINGS)</b>						
1	Beaker, borosilicate, 100 ml	150	pc	94.00			
2	Beaker, borosilicate, 500 ml	100	pc	232.00			
3	Protractor, student type	500	pc	14.00			
4	Ruler, Plastic, 12 inches/30cm	500	pc	15.00			
5	Beaker, borosilicate, 1000ml	40	pc	422.00			
6	Cork borer	10	pc	495.00			
7	Rubber Stopper #8 for Erlenmeyer Flask (narrow-mouth) 250ml, 1 hole	25	pc	108.00			
8	Triangular File, fine, 6" long, with plastic handle	25	pc	144.00			
9	Universal ph Paper, pH 0-15 100 strips/pack	25	pack	220.00			
10	Universal pH Meter, hand-held	25	pc	700.00			
11	Glass Cover Slips, 100's/box	26	box	82.00			
	Please see attached detailed specifications of all the items. Strict adherence to the specifications is required						
	***						
						<b>TOTAL</b>	

*Note: Any alterations, alteration/ erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s*

**Supplier's Company Name:** \_\_\_\_\_  
**Philgeps Registration Number:** \_\_\_\_\_ **TIN** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone/Cellphone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Supplier or Authorized Representative:** \_\_\_\_\_





## TECHNICAL SPECIFICATIONS FOR SME PACKAGES FY 2024

### General Specification

1. Must be branded
2. Must be free from toxic materials
3. Must be properly packed
4. Must be accompanied by User's Manual written in English with correct grammar, spelling, and punctuation marks.
5. Imported products should pass international quality control product standards and have international quality control product markings such as ASQC, ASQ, DGQ, EOQC, IQA, CE, ISO, ASTM, and the likes, while locally made products (Philippine-made) should pass the local quality control product standards and bear the PS mark.

### Detailed Specifications

Item	DESCRIPTION	
1	<b>Beaker, borosilicate, 100 ml</b>	<p><b>Functional Specification:</b> Used to contain /hold/prepare solids and liquids during chemical reaction and to heat them over Bunsen burner's flame up to more than 150 ° C for normal, standard use service</p> <p><b>Performance Specification:</b> Must be able to contain/hold/prepare solids and liquids during chemical reaction up to 100 ml capacity and heats them over a Bunsen burner's flame up to more than 150° C for normal, standard use service</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type: Griffin, low form</li> <li>2. Shape: Cylindrical container with straight sides, a flat bottom, and with a small spout or (or "beak" to aid in pouring</li> <li>3. Material: Borosilicate, clear and transparent bubble free glass with the following dimensions: Outside diameter: 50mm-52mm, Height: 70mm-72mm, Thickness: 1.5mm- 2.0mm,</li> <li>4. Capacity: 100 ml ±5 % etched on o the glass"</li> <li>5. Graduation starts at: 20ml in 10 ml increments.</li> <li>6. Graduation Range: 20ml- 80ml</li> <li>7. With permanent white enamel graduations of approximate volumes, inscriptions</li> <li>8. With large white marking spot</li> <li>9. Features an easy-pour spout</li> <li>10. With single graduated metric scale</li> <li>11. Can withstand heating up to 200-230 ° C for normal, standard use service.</li> <li>12. Wrapped in paper, enclosed in bubble wrap, and packed in a compartmentalized box</li> <li>13. Must be free from breakage, cracks, chipped rims and other defects.</li> <li>14. Comes with a bran, with five (5) years existence in glassware's industry</li> </ol>
2	<b>Beaker, borosilicate, 500 ml</b>	<p><b>Functional Specifications:</b></p> <p>a) Used to contain /hold/prepare solids and liquids during chemical reaction and to heat them over Bunsen burner's flame up to more than 150 ° C for normal, standard use service</p> <p>b) to serve as water bath when heating flammable chemicals instead of an open flame to prevent ignition.</p>

Item	DESCRIPTION	
		<p><b>Performance Specifications:</b></p> <p>a) Must be able to contain/hold/prepare solids and liquids during chemical reaction up to 100 ml capacity and heats them over a Bunsen burner's flame up to more than 150° C for normal, standard use service and to serve as water bath</p> <p>b) to serve as water bath when heating flammable chemicals instead of an open flame to prevent ignition.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type: Berzellius, tall form</li> <li>2. Shape: Cylindrical container with straight sides, a flat bottom, with a small spout (or "bleak") to aid pouring</li> <li>3. Material: Borosilicate, clear, bubble free glass, Berzellius, tall form with the following dimensions: Outside Diameter Range: 75mm-80mm, Height Range: 136-140mm, Thickness: 1.5-2.0mm</li> <li>4. Capacity: 500 ± 5 % etched on o the glass"</li> <li>5. With permanent white enamel graduations of approximate volumes, inscriptions and</li> <li>6. With large white marking spot</li> <li>7. With easy pour spout</li> <li>8. Double graduated metric scale</li> <li>9. Marked to fill: Graduation starts at 50 ml in 50 ml increments</li> <li>10. Marked to empty: Graduation starts at 0ml in 50 ml increments</li> <li>11. Can withstand heating up to 200-230 o C for normal, standard use service.</li> <li>12. Wrapped in paper, enclosed in bubble wrap, and packed in a compartmentalized box</li> <li>13. Must be free from breakage, cracks, chipped rims and other defects.</li> <li>14. Comes with a bran, with five (5) years existence in glassware's industry</li> </ol>
3	Protractor, student type	<p><b>Functional specifications:</b> Used to measure angles and degrees.</p> <p><b>Performance Specifications:</b> Must be able to draw/construct and measure angles and arcs up to 180°</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Protractor, student type, plastic, transparent, semi-circular, 180°,</li> <li>2. ø150mm (or 75mm radius), 1mm thick (minimum);</li> <li>3. Angular graduations are in degrees, from 0° to 180° With two sets of numerals, one reading clockwise, and other reading counterclockwise.</li> <li>4. Linear graduations are in millimeters, from 0-100 mm.</li> <li>5. With a hole at vertex point enough for fine string to pass through it.</li> <li>6. Plastic Surface Finish: Smooth, clear, free from scratches.</li> <li>7. It must be horizontally level when laid flat on a table- no warping;</li> <li>8. Comes with a plastic case</li> </ol>

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Item	DESCRIPTION	
4	Ruler, Plastic, 12 inches/ 30cm	<p><b>Functional Specifications:</b> Used to measure the length and draw straight lines.</p> <p><b>Performance Specifications:</b> Must be able to measure length of objects in flat surfaces up to 30cm in Metric and 12" in English standards of measurement.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Ruler, plastic, transparent, smooth surface, and 1 mm thick (minimum).</li> <li>2. Approximate Width x Length: 28mm-314mm</li> <li>3. Graduations: Metric graduations on one side while English graduations on the other side: * Metric graduations are in centimeters, from 0 to 30 cm, with every cm subdivided by 10. * English graduations are in inches, from 0 inches to 12 inches, with every inch subdivided by 16.</li> <li>4. Clear readable black, non-groove permanent prints (will not fade and cannot be scratched off).</li> <li>5. Bendable up to U-shape when held at both ends, and</li> <li>6. The item shall be free from toxic materials</li> </ol>
5	Beaker, borosilicate, 1000 ml	<p><b>Functional Specifications:</b> Used to serve container for mixing and heating liquids.</p> <p><b>Performance Specifications:</b> Must be able to serve as container for mixing and for heating solids.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Griffin type, borosilicate, transparent, bubble-free glass</li> <li>2. Shape: a cylindrical container with flat bottom</li> <li>3. Thickness range: 1.5mm to 2 mm</li> <li>4. Permanent white graduations, with white enamel marking spot</li> <li>5. Features an easy-pour spout</li> <li>6. Capacity: 1000 ml; <math>\pm 10\%</math> enameled onto the glass</li> <li>7. Single graduated metric scale</li> <li>8. Graduation starts at 200 ml in 100 ml increments</li> <li>9. Height range: 140mm to 160 mm</li> <li>10. Outside diameter: 100 mm to 110 mm</li> <li>11. There must be no cracks and sharp parts</li> <li>12. Safely packed in a compartmentalized box.</li> </ol>
6	Cork borer	<p><b>Functional Specifications:</b> Used to bore or cut a round hole of six different diameters ins a cork/rubber stopper with a steel ramrod/eject rod pushing the removed cork out of the door.</p> <p><b>Performance Specifications:</b> Must be able to bore or to cut a round hole of six different diameters in a cork or rubber stopper and remove cork out of the borer by pushing it with a steel ramrod/eject rod.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Shape of cork borer: long, hallow round rod/tube with sharpened ends</li> <li>2. Materials of tube/rod: Nickel-plated steel borer</li> <li>3. A set of six (6) different sizes: (4 mm, 4.5mm, 6mm, 8mm, 9.5 mm, 11 mm)</li> <li>4. Comes with a handle which are individually and permanently numbered 91-6) for easy identification handle. a) Shape of handle: T-shaped b) Material of handle: hard plastic c) Finish: Smooth d) Color of handle: Red</li> </ol>

Item	DESCRIPTION	
		5. Includes a ramrod/eject rod pushing the removed cork out of the borer Material of ramrod/eject rod: Steel 6. Packaging: Resealable plastic pouch 7. Comes with a brand
7	<b>Rubber Stopper #6 for Erlenmeyer Flask (narrow-mouth) 250 ml, 1 hole</b>	<p><b>Functional Specifications:</b> Used to seal the openings of narrow mouth 250 ml Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with one (1) hole opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.</p> <p><b>Performance Specifications:</b> Must be able to seal the opening of narrow- mouth 250 ml Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with one (1) hole opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Shape: Cylindrical with a tapered bottom end</li> <li>2. Material: Premium grade SBR black rubber compound with the following dimensions: a) Height: 25mm b) Top: <math>\phi</math>: 32 mm c) Bottom: <math>\phi</math>: 26mm d) Hole <math>\phi</math>: 5mm</li> <li>3. Number of holes: with one (1) hole</li> <li>4. Dimension tolerance on height, top and bottom diameter: <math>\pm 0.5</math> mm</li> <li>5. Hardness: <math>40 \pm 5</math> Duro</li> <li>6. Packed in resealable plastic bag</li> <li>7. Comes with a brand</li> </ol>
8	<b>Triangular File, fine, 6" long, with plastic handle</b>	<p><b>Functional Specifications:</b> Used to cut glass tubing</p> <p><b>Performance Specifications:</b> Must be able to cut glass tubing</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type of file: Triangular</li> <li>2. Shape: Triangular</li> <li>3. Material: High carbon steel</li> <li>4. Kind of file: Fine, smooth</li> <li>5. Length of file: 6" (1501152.4mm) long</li> <li>6. Material of handle: Plastic</li> </ol> <p>Comes with a brand</p>
9	<b>Universal pH Paper, pH 0-14, 100 strips/pack</b>	<p><b>Functional Specifications:</b> Used as an indicator to determine/measure the pH of substances, whether it is an acid, neutral or a base.</p> <p><b>Performance Specifications:</b> Must be used as an indicator to effect a color change when it is dipped into the different substances to determine/measure the pH of each, through comparison with the pH color chart provided, which corresponds to:</p> <ol style="list-style-type: none"> <li>a) For an acid: pH 0-6 pH</li> <li>b) For a base: pH8-14 pH</li> <li>c) For distilled water: pH 7</li> </ol> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type: Test strips</li> <li>2. Shape: Rectangle</li> <li>3. Material: Cellulose/paper based</li> <li>4. Dimension of PH strip: a) Length: 69mm x 6mm</li> </ol>



Item	DESCRIPTION	
		5. Number of colors indicator test strip: in four colors to test pH values 6. Number of test strips: 100 pc strips 7. Packaging: Clear, transparent box 8. Shape of box: square 9. With complete color chart for comparison with the color change to get the pH reading of the sample being tested 10. No sharp edges on the box 11. Measures pH 0-14 pH 12. Comes with a brand
10	pH Meter, hand-held	<p><b>Functional Specifications:</b> To measure the pH of a substance or solution indicating its acidity, being neutral, or its basicity/alkalinity in 0.1 pH readability.</p> <p><b>Performance Specifications:</b> Must be able to measure the pH of each substance, solution in 0.1 readability,"</p> <p>a) For acid: 0-6 pH            b) For basic/alkaline: pH 8.0 to pH 14.0            c) For neutral (distilled water): pH 7</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Type: Portable handheld digital pen type</li> <li>2. Material: Plastic with the following dimensions: a) length: 6.2 in (155.45mm) (min) b) Width: 1.5 in (38.1 mm) (min) c) Height: 1.3 inc (33.02mm) (min)</li> <li>3. With retractable electrode</li> <li>4. Comes with one (1) pc protective cap</li> <li>5. Electrodes extend up to 3.15" (80.01mm) (min)</li> <li>6. Waterproof</li> <li>7. pH range: 0-14 pH</li> <li>8. Accuracy: <math>\pm 0.2</math> pH</li> <li>9. Features a bold LCD display of pH</li> <li>10. With automatic temperature compensation</li> <li>11. Supplied with accessories: a) One (10 bottle pH 7.0 buffer solution Capacity of pH 7.0 buffer solution: 50ml b) With one (1) pc calibration screwdriver c) One (1) pc 9 V battery d) packed in hard plastic carry case</li> <li>12. Manufacturer should be accredited by NIST standards or its equivalent to the country of origin to certify that their items are calibrated.</li> <li>13. With User's manual in English</li> <li>14. With Student Worksheets/ Teacher's manual in English</li> <li>15. For numbers 13-14, the following technical specifications from a-e must be followed.               <ol style="list-style-type: none"> <li>a) For contents list of materials, In table form</li> <li>b) For User's Manual in English                   <p>Instruction</p> <ol style="list-style-type: none"> <li>i) With sentences grammatically correct and</li> <li>ii) With correct spelling and terminologies, punctuations and others</li> </ol> </li> <li>c) In original print, not photocopied</li> <li>d) In colored pictures, drawings/illustrations</li> <li>e) In ten (10) ml laminated keycard that shall contain actual colored picture of the model including the name: labeled with the required parts with details as follows                   <ol style="list-style-type: none"> <li>i) Paper size: A\$ size 80 gsm</li> <li>ii) Font: Times New Roman</li> <li>iii) Font size: 12</li> <li>iv) Orientation: Portrait</li> </ol> </li> </ol> </li> </ol>

Item	DESCRIPTION	
		v) Margins on all sides with 2-point width border line vi) Line with arrowhead of 1.25 point with width shall point to the specific part being labeled 16. Must be free from sharp edges 17. Must have a brand
11	Glass Cover Slips, 100's /box	<p><b>Functional Specifications:</b> Used to secure the wet mount sample specimen</p> <p><b>Performance Specifications:</b> Must be able to secure the wet mounted specimen</p> <p><b>Design Specifications:</b></p> <ol style="list-style-type: none"> <li>1. Pre-cleaned cover glasses and not sticking from each other</li> <li>2. Material: Transparent glass</li> <li>3. Quantity: 100's/ small plastic box</li> <li>4. Dimension: 22mm x 22mm square</li> <li>5. Thickness: 0.13mm-0.17mm</li> <li>6. There shall be no chipped edges</li> <li>7. Safely packed in a plastic box</li> </ol>