



Republika ng Pilipinas
Kagawaran ng Edukasyon
 REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

BIDS AND AWARDS COMMITTEE

Request for Quotation for Goods and Services

Purchase Request No. : **2025-245**

Date: **September 25, 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 _____ in the return envelope attached herewith.

MARY JEAN S. ROMERO
 BAC Chairman

Signature over Printed Name
 Canvasser _____

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TERMS & CONDITIONS

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. Phileps 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 1 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

E. Instructions

1. 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.



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2. 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.
3. 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 12009 and it's IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise taxes and revenue charges shall be paid by the Supplier.
6. 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.
7. All pages of the Request for Quotation shall be initialed 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 607,500.00**

| ITEM NO. | ITEM DESCRIPTION | QTY | UNIT | ESTIMATED UNIT PRICE | State COMPLY or NOT COMPLY | UNIT PRICE | TOTAL PRICE |
|----------|---|-----|------|----------------------|----------------------------|------------|-------------|
| | <i>Procurement of Safety and Emergency Supplies and Equipment for DRRM Team</i> | | | | | | |
| 1 | Two Way Portable Radio Walkie Talkie | 300 | pc | 1,000.00 | | | |
| | Supply Power: DC3.7V Memory | | | | | | |
| | Channel: 16 Theoretical | | | | | | |
| | Communication Distance: 1-10KM | | | | | | |
| | Frequency Stability: ±2.5ppm | | | | | | |
| | Antenna Configuration: Internal | | | | | | |
| | Antenna Ground Method: Cathode | | | | | | |
| | Work Mode: Co/Differ-frequency, Simplex | | | | | | |
| | Communication Charging | | | | | | |
| | Method USB Battery Capacity | | | | | | |
| | 9800mAh Communication Type: no card can be inserted Working | | | | | | |
| | Temperature: -20 degrees to 40 degrees Standby Time: 10 days | | | | | | |
| | Dimension: 125*55*22mm Weight: 125g | | | | | | |
| | Warranty: 12 months | | | | | | |
| 2 | Fire Extinguisher | | | | | | |
| | Dry Chemical Content: Monoammonium Phosphate | 10 | pc | 3,000.00 | | | |
| | 10 lbs. | | | | | | |
| | Operating Pressure: 1344 KPa at 28°C | | | | | | |
| | Test Rating: 2.3 MPa | | | | | | |
| | Operating Temperature Range: -40°C to +48°C | | | | | | |
| | Rated for Class A, B, and C fire. | | | | | | |



| ITEM NO. | ITEM DESCRIPTION | QTY | UNIT | ESTIMATED UNIT PRICE | State COMPLY or NOT COMPLY | UNIT PRICE | TOTAL PRICE |
|----------|--|-----|------|----------------------|----------------------------|--------------|-------------|
| 3 | Portable Power Station 245Wh capacity (76.8Ah), 300W rated output, X-Boost up to 600W Up to 2x runtime for light-wattage appliances 30% smaller than the industry average <20 ms UPS for uninterruptible backup <30dB whisper quiet for 24/7 use 1-hr fast charging, no battery damage IP54 waterproof-rated battery pack Charge up to 6 appliances at the same time | 2 | unit | 22,500.00 | | | |
| 4 | Trauma Bag Large size 21x12x8 in Color Red Contents for 20-25 person Please See Contents itemized in the Technical Specification Terms and Conditions (for the Supplier): 1. Supplier must be able to deliver the supply and equipment within 30 Calendar Days upon receipt of Purchase Order. 2. Warranty shall be for a period of six months for the supplies and at least one year for the Equipment. 3. Product Brochure as Evidence of Compliance to the Technical Specifications. | 15 | set | 15,500.00 | | | |
| | | | | | | TOTAL | |

Note: Any interlineations, 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: _____

Signature over Printed Name: _____ Date: _____

Note: A Special Power of Attorney is required for the Authorized Representative



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TECHNICAL SPECIFICATION FOR SAFETY AND EMERGENCY SUPPLIES AND EQUIPMENT

| Safety and Emergency Equipment | Technical Specification |
|--------------------------------|---|
| 1. First Aid Kit | <ul style="list-style-type: none"> • Bag Description: Waterproof, Red, Large Size (Length: 21 x Width: 12 x H: 8 inches), with front and side pockets • Contents <ul style="list-style-type: none"> ✓ 1 pc - First Aid Emergency Guide ✓ 1 pc - Non-Contact Infrared Thermometer Gun Forehead Body Temperature ✓ 1 pc - Stainless Steel Battery-Operated Diagnostic Lamp Penlight ✓ 1 pc - Rechargeable Pulse Oximeter with monochrome LED display ✓ 1 pc - Aneroid Sphygmomanometer IP168, with carry own bag, Cuff size range: 25.4 to 40.6cm" ✓ 1 pc - Dualhead Stainless steel Stethoscope with inner spring binaural tubing assembly ✓ 2 pcs - 14 cm Angled-tip Bandage Scissors ✓ 2 pcs - 5.5" stainless steel kelly forceps ✓ 2 pcs - 6 Inches Paramedic Shears, Orange, made with stainless steel blade surface matte black titanium color treatment ✓ 2 pcs - 7" Stainless Steel thumb dressing forcep ✓ 3 pcs - 3" Emergency Fracture Splint Roll, made of IXPE and aluminum alloy ✓ 2 pcs - Reusable Medical Ice Bags |



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|------------------------------------|--|
| | <ul style="list-style-type: none"> ✓ 20 pcs - Waterproof Emergency Survival Blanket, 130*210cm ✓ 25 pcs - Sterile Wooden Tongue Depressor ✓ 2 bxs - Sterile Disposable Vinyl Nitrile Blend Gloves (Purple, 1 Medium and 1 Large) ✓ 1 box - 100 pcs alcohol cotton pads ✓ 1 box - Povidone Prep Pads (100's) ✓ 1 box - Adhesive Eye Pads First Aid 50pcs/box ✓ 2 btls - 120ml Povidone Iodine ✓ 4 tubes - Burn Gel (5 gms) ✓ 4 btls - 30mL Calamine 8g Diphenhydramine Hydrochloride 1g Lotion ✓ 2 tubes - Mupirocin 2% Ointment 5g ✓ 10 pcs - White Triangular Bandage (40x40x60) ✓ 1 box - Sterile Gauze Pad 4x4 (1 box-100 pcs) ✓ 5 packs - Cotton balls 5g ✓ 50 pcs - Waterproof Hypoallergenic Ultra Thin Bandages First Aid Medical Wound Plaster 5 pcs - 1" Hypoallergenic Medical Adhesive Paper Tape 5 pcs - 1.5" Hypoallergenic Medical Adhesive Paper Tape 20 pcs - Sterile Cotton Applicator 15 rolls - Elastic Bandage 3" 15 rolls - Elastic Bandage 2" With printed Matatag and DRRMS Branding |
| <p>2. Fire Extinguisher</p> | <ul style="list-style-type: none"> • Dry Chemical Content: Monoammonium Phosphate • 10 lbs. • Operating Pressure: 1344 KPa at 28° C • Test Rating: 2.3 MPa |



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| | |
|---|---|
| | <ul style="list-style-type: none"> • Operating Temperature Range: -40° C to +48° C • Rated for Class A, B, and C fire. • With printed Matatag and DRRMS Branding (waterproof sticker) |
| <p>3. Two-way Portable Walkie Talkie</p> | <ul style="list-style-type: none"> • Frequency Range : UHF 400-470MHz • Supply Power : DC3.7V Memory • Channel : 16 Theoretical • Communication Distance : 1-10KM • Frequency Stability : ±2.5ppm • Antenna Configuration : Internal • Antenna Ground Method : Cathode • Work Mode : Co/Differ-frequency, Simplex Communication Charging • Method : USB Battery Capacity • 9800mAh Communication Type : no card can be inserted Working • Temperature : -20 degrees to 40 degrees Standby Time : 10 days • Dimension : 125*55*22mm Weight : 125g Warranty : 12 months |
| <p>4. Portable Power Station</p> | <ul style="list-style-type: none"> • 245Wh capacity(76.8Ah) , 300W rated output, X-Boost up to 600W • Up to 2x runtime for light-wattage appliances • 30% smaller than the industry average • <20 ms UPS for uninterruptible backup • <30dB whisper quiet for 24/7 use • 1-hr fast charging, no battery damage • IP54 waterproof-rated battery pack • Charge up to 6 appliances at the same time |



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