



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

Date: **December 3, 2025**

Purchase Request No. : **2025-363**

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 DEC 03 2025 in the return envelope attached herewith.

MARY JEAN S. ROMERO
 BAC Chairman

Signature over Printed Name
 Canvasser _____

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 BAC 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

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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.
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 367,619.43**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	ABC	TOTAL PRICE
	PROCUREMENT OF ASSISTIVE DEVICES AND MATERIALS FOR INCLUSIVE EDUCATION RESOURCE ROOM (IERR) (Lot)						
1	Wooden Braille Board Learning Board Convenient Portable Practice	8	pc	600.00		Php 367,619.43	
2	26 pcs BRAILLE Alphabet, Symbols-24pcs, Numbers 10pcs Printed in high glossy photo paper, Laminated in 250 Microns (thickness) Size - 4x3 inches	8	pc	500.00			
3	Kids Sensory mat Integration Tactile Toys Graphic Cognitive Toys	8	set	2,000.00			
4	2.5CM Rubber Puzzle Mat 60x60 Big Size Play Mat for Baby Non-slip Foam Mat Thickness Leaf Design Craw- Assorted Color (Bright Color like : Red (80pcs) , blue (80)	160	pc	250.00			
5	120cm x 160cm Trampoline for Kids Trampoline with Fence Children's Gift Indoor Bouncing Bed Jumping Set	8	pc	3,600.00			
6	3in 1 Big Slide and Playground Set for Kids *With slide, swing and basketball *Heavy duty and sturdy (hard plastic) *Non-toxic and safe to use *Easy to assemble *Indoor or outdoor use	8	pc	5,000.00			
7	Balance Beam 8pc Set	8	set	2,500.00			
8	Play Tunnel Toy Pop up Tunnel for Kids Children Gift Indoor and Outdoor Action Toy Tunnel	8	pc	1,000.00			
9	JBL Charge 6 Portable Bluetooth Speaker SPECIFICATIONS: Transducers: 53 mm x 93 mm woofer, 20 mm tweeter Output power: 30 W RMS for woofer, 10 W RMS for tweeter Output power (Max): 45 W (Max) Power input: Voltage: 5 - 20 V (5 V, 9 V, 12 V, 15 V, 20 V)	8	pc	8,000.00			



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ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	ABC	TOTAL PRICE
	Current: 3 A (Max) Frequency response: 56 Hz - 20 kHz (-6 dB) Signal-to-noise ratio: > 80 dB Connection ports: USB-C (in / out) (USB cable not included) Bluetooth® version: 5.4 Bluetooth® profile: A2DP 1.4, AVRCP 1.6 Bluetooth® transmitter modulation: GFSK, π/4 DQPSK, 8DPSK Bluetooth® transmitter frequency range: 2400 MHz - 2483.5 MHz Bluetooth® transmitter power: < 15 dBm (EIRP) Product dimensions (W x H x D): 228.8 x 98.5 x 94.0 mm Net Weight: 0.99kg (with strap) 0.96 kg (without strap) Packaging dimensions (W x H x D): 256 x 119 x 145 mm Gross weight: 1.37 kg Maximum operation temperature: 45 °C Battery type: Li-ion polymer 34 Wh (equivalent to 7.2 V /4722 mAh) Battery charge time: 3 hours (12 - 20V / 3 A) Music play time: Up to 24 hours of playtime plus 4 hours with Playtime Boost (dependent on volume level and audio content)						
10	JBL PartyBox On The Go OTG Essential Portable Party Speaker with Wireless Mic Bluetooth SPECS: Bluetooth version= 4.2 Maximum music playing time (hrs)= 6 Output power (W)= 100 Dynamic frequency response range (Hz)= 50 Hz - 20 KHz (-6 dB) Dimensions (cm)= 60 x 36.7 x 31.2 Dimensions (in)= 23.62 x 14.45x 12.36 Weight (kgs)= 7.5 Weight (lbs)= 16.5 Battery Type= Lithium-ion 18Wh (7.2V @ 2500mAh) Charging time (hrs)= 3.5 3.5 mm audio cable Input= Yes Bluetooth Charging cable Karaoke function Lightshow Splashproof Wireless Built-in Microphone Rechargeable battery True Wireless	1	pc	18,000.00			
11	Educational Wooden Puzzle Toys for Kids – Shape Sorting & Color Matching Stacking Blocks	8	set	300.00			
12	23pcs Wooden puzzle Building blocks	8	set	150.00			
13	Kids' Drum and Guitar Set, Children's Percussion Instrument for Early Learning	8	set	350.00			
14	Maracas Wooden Toy Musical Instrument Toy	16	pc	100.00			
15	10 row Wooden Abacus Arithmetic Kids Toddler number math	8	pc	400.00			
16	Colorful Square Wooden Cube Blocks 2cm/3cm Cube Building Block Toys Montessori Early Educational Math Art Toys for Kids	8	set	400.00			
17	SIGHT WORDS FLASHCARDS Level 1 to 5 Laminated Educational Flashcard Reading Laminated Educational Flashcards 125 microns laminating film Round Edges High Quality Print	8	set	400.00			
18	112 English sight words Flashcards (28pcs flashcards) 120 Tagalog sight words flashcards (30pcs flashcards)	8	set	500.00			
19	ASSORTED STORY BOOKS COLORED BIG 16 pages bedtime stories English Tagalog high quality prints • Ang Kusinerang Langgam • Pinocchio • The Greedy Dog • Ang Kuneho at Ang Pagong • Ang Manok na may Gintong Itlog	8 8 8 8 8 40	pc	500.00			
20	55cm PVC BEACH BALL COLORFUL	24	pc	300.00			
21	110cmx 130cm bean bag chair with Filling (store-bought or DIY made with fabric + rice/beans) Color: Brown	8	pc	2,600.00			
22	12Pcs/ Soft Stuffed Bear Plush Toys Mini Teddy	16	set	500.00			

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	ABC	TOTAL PRICE
23	(70m/Pack) 1mm Cotton Wax Thread Colorful Rope Handmade diy Braided Bracelet (Color: Yellow, red, brown, pink, orange)	8	pack	200.00			
24	Safety scissors, tip of rounded blade, nose hair	8	pc	600.00			
25	25cm X 35cm Zip-Lock Clear Plastic Storage resealable	765	pc	5.00			
26	20m-Rope Heavy duty/ diameter 6/mm black nylon	8	pc	300.00			
27	Cones- Anti-wind, Durable, Sport Training Tool Height: 23cm/9.06" (Approx.) Bottom Length: 14cm/5.51" (Approx.) Assorted Colors	43	pc	100.00			
28	Hula hoop Big Size for Kids and Adults Fitness Sports Plastic	43	pc	100.00			
29	36 Colors Plastic Crayons – Safe, Non-Toxic, Washable, No-Mess Crayons for Kids Crayon Set	15	set	300.00			
30	64pcs Crayons- Non toxic	15	pc	300.00			
31	Pad 10 - (2.5K Eye Comfort Display 7 Gen 3 Snapdragon Chipset 10100mAh Battery)	1	pc	16,000.00			
32	Thumbtacks Durable Steel Secure Fastening 25 pcs per box	10	pc	194.43			
						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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