



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF ESCALANTE CITY

**INVITATION TO BID**  
**Disposal of Unserviceable Properties Through Public Bidding**

1. The Department of Education (DepEd) Schools Division of Escalante City, invites all interested parties to participate in the **public bidding for one (1) lot of Disposal of various unserviceable properties and equipment** as indicated below:

Item No.	Item Description	Quantity	Floor Prices
DIAN-AY ELEMENTARY SCHOOL	LAMINATING MACHINE -HD 12	1	1,718.20
	WATER DISPENSER (US TRADITION)	1	
	WATER POST DISPENSER	1	
	BLUETOOTH SPEAKER (BLACK)	1	
	CPU (SAMSUNG)	1	
	CPU (LENOVO)	1	
	CPU (ASUS)	1	
	COMPUTER MONITOR (THREE SOMA)	1	
	COMPUTER MONITOR (AOC)	1	
	COMPUTER KEYBOARD (BLACK)	3	
	PANASONIC TV	1	
	PROJECTOR (PIXPRO)	1	
	TABLET (ALDOCUBE) WITH CASE	5	
	TABLET (WHITE)	21	
	TABLET (BLACK)	15	
	PLASTIC CHAIRS	30	
	COMPUTER TABLE	2	
	EPSON PRINTER (L3210)	3	
	EPSON PRINTER (L210)	1	
	EPSON PRINTER (L120)	3	
	EPSON PRINTER (L121)	1	
	EPSON PRINTER (L220)	1	
	EPSON PRINTER (L565)	1	
	CANON PRINTER (PIXMA) iP1300	1	
	CANON PRINTER (PIXMA) iP2770	2	
	CANON PRINTER MP258	1	
	BROTHER PRINTER (DCP-J125)	1	
	HP DESKJET 3744	1	
	SEWING MACHINE MANUAL	2	
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2. Submit your Bid form with your name, signature, company name, address, and contact numbers. Submit the duly accomplished quotation form on or before **April 28, 2026 , 1:00 PM** at **Dian-ay Elementary School, Barangay Dian-ay, Escalante City**, and look for **Ms. MYLIENE A. GONZALES**.



Escalante City, Negros Occidental, Philippines  
 Tel. Nos – (034) 724-5720, (034) 454- 0746  
[escalante.city001@deped.gov.ph](mailto:escalante.city001@deped.gov.ph)  
[Depescalantecity.weebly.com](http://Depescalantecity.weebly.com)



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3. Attach to your Bid either the following:
  - SEC Registration Certificate for Corporation; or
  - DTI Registration Certificate for Sole Proprietorship;
  - Valid Business Permit;
4. Unsigned Bid and Bid lower than the floor price shall automatically be disqualified.
5. A complete set of Bid Form may be acquired by interested bidder from **April 21 to April 27, 2026** at School Head office, Dian-ay Elementary School.
6. For further information, please refer to:  
  
**MS. MYLIENE A. GONZALES**  
Administrative Officer II  
Head, BAC Secretariat  
Member, Division Property Disposal Committee
7. Inspection of Unserviceable Properties are available for inspection on: **April 27, 2026 @ 1 PM, Dian-ay Elementary School.**
8. Schedule of Public Auction:  
The public auction shall be conducted on an “as is, where is” basis on **April 28, 2025 at 01:00 PM, Dian-ay Elementary School.**
9. Submission of Bid:  
The Bid must be submitted in three (3) (original copy (1) and 2 photocopies) using the prescribed Bid Form .
10. Deadline of submission of Bid is on **April 28, 2026, 1:00 PM.** Bid submitted beyond said deadline shall not be accepted.
11. Opening of Bids at **April 28, 2026 ,1:00 PM** in the presence of BAC and Division Disposal Committee.
12. Awarding of Bids:  
Award shall be made to be made to the highest bidder.
13. Pull-out/Taking of Awarded Items:  
The winning bidder shall be given seven (7) calendar days from receipt of payment to pull out from Dian-ay Elementary School as stated in the ITB. The unserviceable items awarded subject to the supervision of Division Supply Officer, Division Accountant, Representative from the Division Inventory and Disposal Committee, witnessing and approval by the Schools Division Superintendent and COA official during the actual disposal.




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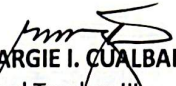
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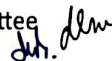


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**ANABELLE A. BURGOS**  
Teacher III  
BAC Chairperson

  
**MARGIE I. CUALBAR**  
Head Teacher III  
Chairperson, Disposal Committee

  
**MARITES C. CAPILITAN, PhD**  
OIC – Assistant Schools Division Superintendent  
Chairperson, Bids and Awards Committee  
Chairperson, Division Inventory and Disposal Committee 



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**Republic of the Philippines**  
**Department of Education**  
 REGION VI - WESTERN VISAYAS  
 SCHOOLS DIVISION OF ESCALANTE CITY

**Bids and Awards Committee**

**Project Name: Public Bidding for one (1) Lot of Disposal of various unserviceable properties**

Escalante City, Negros Occidental, Philippines  
 Tel. Nos - (034) 724-5720, (034) 454-0746  
 Escalante.city001@deped.gov.ph  
 Depedesalantecity.weebly.com

**Request for Quotation**

Date: 04/15/2026  
 Quotation #: RFQ2026-04-01  
 Mode of Procurement: \_\_\_\_\_

To all Eligible Service Providers:

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative in an envelope not later than **04/28/2025, 1PM** at DepEd, Dian-ay Elementary School, BAC Office, Escalante City, Negros Occidental, Philippines. For more information please call DES School-BAC Secretariat at Telephone No.: (09279862827). Prospective service provider shall be responsible to verify details of items described below with the School Bids and Awards Committee, Telephone No. (09186395485)

**ANNABELLE A. BURGOS**  
 Chair, Bids and Awards Committee

II.

Inspection of Unserviceable Properties	Schedule of Public Auction	Poll-out/Taking of Awards Items	Floor Price	Price offered for the item/s
DATE: APRIL 27, 2026, 10 AM at Dian-ay Elementary School	April 28, 2026, 1:01 PM	04-5-7, 2026	1,718.20 <sup>9</sup>	
<b>Name of Project: Public Bidding for one (1) Lot of Disposal of various unserviceable properties</b>				

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Service Provider's Name:		TIN No.	
Address:			
Telephone No.	Fax no.:	E-mail:	
Service Providers' Authorized Representative	Signature over Printed Name:	Date:	

**Bids and Awards Committee**

Instruction: Indicate "comply" or "not comply" in the space provided below.

ITEMS & DESCRIPTION	Unit	No. of item/unit	Unit Price (ABC)(per month)	Price Offered	Statement of Compliance (State "Comply" or "Not Comply")
Public Bidding for one (1) Lot of Disposal of various unserviceable properties	lot	1	1,718.20 <sup>9</sup>		
LAMINATING MACHINE -HD 12		1			
WATER DISPENSER (US TRADITION)		1			
WATER POST DISPENSER		1			
BLUETOOTH SPEAKER (BLACK)		1			
CPU (SAMSUNG)		1			
CPU (LENOVO)		1			
CPU (ASUS)		1			
COMPUTER MONITOR (THREE SOMA)		1			
COMPUTER MONITOR (AOC)		1			
COMPUTER KEYBOARD (BLACK)		3			
PANASONIC TV		1			
PROJECTOR (PIXPRO)		1			
TABLET (ALDOCUBE) WITH CASE		5			
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EPSON PRINTER (L121)		1			
EPSON PRINTER (L220)		1			

EPSON PRINTER (L565)		1				
CANON PRINTER (PIXMA) IP1300		1				
CANON PRINTER (PIXMA) IP2770		2				
CANON PRINTER MP258		1				
BROTHER PRINTER (DCP-J125)		1				
HP DESKJET 3744		1				
SEWING MACHINE MANUAL		2				
TOTAL			3,436.31			

*****nothing follows*****						
ITEMS DESCRIPTION				Statement of Compliance (State "Comply" or "Not Comply")		
Documentary Requirements:						
1. Updated/Valid PHILGEPS Certificate of registration						
2. Quotation sheet shall include the terms of payment, price validity, company TIN.						
3. Business/Mayor's Permit or Official Receipt as proof of renewal upon post-qualification						

**III. Terms and Conditions**

**A. Submission of Requirements**

1. Quotations and other requirements stated below shall be addressed to the Bids and Awards Committee (BAC) Chairperson c/o BAC Secretariat at Escalante City, Negros Occidental, Philippines. If quotation is sealed, please indicate in the envelope the quotation number and name of bidder.
2. In addition, you are required to submit the following necessary documents:
  - a. Present valid Mayor's Permit or Official Receipt as proof of renewal upon post-qualification; and,
  - b. Present valid Mayor's Permit prior to payment.
  - c. PhilGEPS Registration Number
  - d. Certification re: Compliance to DOLE Rules and Regulations as to employee compensation

(Note: Supplier who already submitted their documents in the previous procurement/s may no longer submit the necessary documents mentioned above.)

**B. Price Validity**

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

**C. Ocular Inspection**

The BAC, if necessary, may order the conduct of an ocular inspection prior to award and/or conduct of the event.

**D. Award**

The provider who submitted the lowest calculated responsive quotation and who passed post qualification conducted by the BAC and end-user shall be awarded the contract.

**Bids and Awards Committee**

In case of tie of two or more Bidders whose bids are determined and declared as the Lowest Calculated and Responsive Bids (LCRB) having been Post-Qualified, the method to be used to break the tie is "draw lots" which is non-discretionary and non discriminatory.

In case of non-appearance of one party, it waives the right to participate in the drawing of lots but not in the acceptance of award if declared as winner.

**E. Delivery of Service**

Delivery of Goods/s shall be on the date specified in the Request for Quotation (RFQ) or in the Purchase Order. In case the service/s shall be moved by the end-user within the validity period (30 days) the service provider is responsible to accommodate the request. On the other hand, the service provider may reject the award if the new schedule is beyond the validity period.

**F. Evaluation of Quotations**

Quotation shall be compared and evaluated on the basis of the following criteria:

1. Price Quotation;
2. Compliance with Items & Description
3. Completeness of documents submitted

Note: (Validation of the submitted documents is done during post-qualification.)

**G. Instructions**

1. Provider shall be responsible for the source(s) of its goods/services/equipment, which shall provide in accordance with the schedule, and specifications of the RFQ or contract. Failure of the provider to comply with this provision shall be ground for cancellation of the award or purchase order/contract issued to the provider.
2. Provider who accepted a contract but failed to deliver the required goods/services/equipment within the time called for in the contract shall be disqualified from participating in DepEd or any of the DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its revised IRR against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the provider.
4. All transactions are subject to withholding of credible Value Added Tax and/or Expanded VALUE Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

**H. Liquidated Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

**I. Warranty**

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

**J. Payment**

One Hundred Percent (100%) may be paid to the Provider's Account less Government Taxes after the complete delivery/ies; based on the actual completed Delivery of the Goods/Services.

The DepEd Escalante City-Bids and Awards Committee reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders