



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

**Bids and Awards Committee**

Project Name:

**PROCUREMENT OF SUPPLIES AND EQUIPMENT 2026 (APP CSE)**

Escalante City, Negros Occidental, Philippines  
 Tel. Nos – (034) 467-3934, (034) 467-2542, (034) 467-3938  
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**Request for Quotation**

Date: 03/19/2026  
 Quotation # : RFQ2026-Q1-002  
 Mode of Procurement: Small Value 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 **03/24/2026** at DepEd, Division of Escalante City BAC Office, Escalante City, Negros Occidental, Philippines. For more information please call SDO Escalante-BAC Secretariat at Telephone No.: (034) 724-5720, (034) 454- 0746. Prospective service provider shall be responsible to verify details of items described below with the Office of the Schools Division of Escalante City Bids and Awards Committee, Telephone No. (034) 724-5720, (034) 454- 0746

**MARITES C. CAPITAN, PhD**  
 Chairperson, Bids and Awards Committee

II.

Delivery Date for the Service/s	Schedule of Delivery	Delivery Location	Approved Budget for the Contract	Price offered for the item/s
MAY 2026	MAY 2026	SDO ESCALANTE	383,144.86	
NAME OF PROJECT:		<b>PROCUREMENT OF SUPPLIES AND EQUIPMENT 2026 (APP CSE)</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	ESTIMATED UNIT COST	Unit Price (ABC)	Price Offered	Total Price Offred	Statement of Compliance (State "Comply" or "Not Comply")
Sign pen, Black, .5	PIECE	132	27.11	3,578.52			
Sign pen, Blue, .5	PIECE	54	27.11	1,463.94			
Battery, Dry Cell, Size AAA	PACK	26	18.61	483.86			
Air Freshener, Branded, Lemon Scent	CAN	26	126.67	3,293.42			
Broom (Walis Tambo)	PIECE	10	126.67	1,266.70			
Broom (Walis Ting-ting)	PIECE	7	26.39	184.73			
Cleaner, Toilet Bowl and Urinal, Branded, 250 ml	BOTTLE	26	42.22	1,097.72			
Detergent Powder, All Purpose, Branded	POUCH	24	54.89	1,317.36			
Disinfectant Spray, Branded, 340g	CAN	10	141.98	1,419.80			
Hand Soap, Liquid, 500 mL, Branded	BOTTLE	14	43.60	610.40			
Trashbag, Large Size	PACK	9	59.28	533.52			
Trashbag, XL Size	PACK	4	92.56	370.24			

Stamp Pad Ink	BOTTLE	5	29.22	146.10		
Flash Drive	PIECE	10	155.04	1,550.40		
Tape, Masking, 48mm	ROLL	5	140.39	701.95		
Tape, Transparent, 24mm	ROLL	32	17.95	574.40		
Twine, Plastic	ROLL	6	95.00	570.00		
Ruler, Plastic, 450mm	PIECE	21	20.23	424.83		
Clip, Backfold, 19mm	BOX	24	11.29	270.96		
Correction Tape, 5mm x 10mm	PIECE	187	19.48	3,642.76		
Dater Stamp	PIECE	3	291.08	873.24		
Index Tab, Colored, Plain, 100s	BOX	64	69.44	4,444.16		
Marker, Whiteboard, Black	PIECE	13	22.17	288.21		
Marker, Whiteboard, Red	PIECE	3	22.17	66.51		
Paper Clip, Vinyl/plastic Coated, 33mm	BOX	26	8.97	233.22		
Paper Clip, Vinyl/plastic Coated, Jumbo 50mm	BOX	26	19.53	507.78		
Pencil, Lead/graphite, with eraser	BOX	29	45.38	1,316.02		
Puncher, Paper, Heavy Duty	PIECE	2	156.76	313.52		
Scissors, Heavy Duty, 8 Inches	PAIR	24	37.23	893.52		
Tape Dispenser, Table Top	UNIT	2	78.52	157.04		
Notepad, Stick-on, 50mm x 76mm	PAD	30	37.61	1,128.30		
Notepad, Stick-on, 76mm x 100mm	PAD	25	60.17	1,504.25		
Notepad, Stick-on, 76mm x 76mm	PAD	20	52.78	1,055.60		
Steno Notebook	PIECE	9	11.45	103.05		
Record Book, 500 Pages	BOOK	17	126.43	2,149.31		
Tissue, Interfolded Paper Towel	PACK	17	34.31	583.27		
Toilet Tissue Paper, 2 Ply, Pack of 12	PACK	107	100.88	10,794.16		
Certificate Holder	PIECE	86	45.00	3,870.00		
Double Sided, Foam, 12mm	ROLL	14	25.00	350.00		
Double Sided, Foam, 24mm	ROLL	10	35.00	350.00		
Keyboard, Branded	UNIT	1	400.00	400.00		
Office Chair	PIECE	6	3,200.00	19,200.00		
Paper, Colored, 8 1/2" x 13", 80gsm, 250 Sheets	PACK	1	65.00	65.00		
Plastic Envelope	PIECE	245	10.50	2,572.50		
Plastic Fastener	BOX	38	30.00	1,140.00		
Push Pin	PACK	3	30.00	90.00		
Steel Filing Cabinet, 4 Drawer	PIECE	6	7,300.00	43,800.00		
Sticker Paper, Matte, A4	PACK	34	85.00	2,890.00		
Ink 664, Black, Genuine	CART	23	198.00	4,554.00		
Ink 664, Cyan, Genuine	CART	8	198.00	1,584.00		
Ink 664, Magenta, Genuine	CART	8	198.00	1,584.00		
Ink 664, Yellow, Genuine	CART	9	198.00	1,782.00		
SPECIAL PAPER; A4, Genuine	PACK	61	28.00	1,708.00		
SPECIAL PAPER, SHORT; CREAM	PACK	60	30.00	1,800.00		
Highlighter Pen, Broad; Odorless; Water Based	PIECE	29	20.00	580.00		
Storage Boxes; 95 Liters, White Color	PIECE	2	698.00	1,396.00		
Storage Boxes; 30 Liters, White Color	PIECE	7	480.00	3,360.00		
HDMI; 5 Meters	PIECE	3	520.00	1,560.00		
Stamp Recieve	PIECE	1	180.00	180.00		
Envelope; Expandable with Garter	PIECE	240	13.50	3,240.00		
Colored Paper; Long, Assorted Color, 80gsm	PACK	2	48.00	96.00		
Ballpen, Red, Branded	BOX	2	300.00	600.00		
Sign Stick Notes	PACK	40	63.00	2,520.00		
Glue; Clear Gel	BOTTLE	8	60.00	480.00		
Ruler; Transparent, 12"	PIECE	14	12.00	168.00		
Envelope; Brown; Long	PIECE	169	3.00	507.00		
Alcohol; 70% Isoprophyl; 500 ml	BOTTLE	121	85.00	10,285.00		
Dater Stamp; 2026 up	PIECE	3	65.00	195.00		

White Board Pen;Red Broad	PIECE	3	30.00	90.00		
Bond Paper; Size A3, 11.7 x 16.5 inches (297 x 420 millimeters)	REAM	4	550.00	2,200.00		
Colored Paper;A4;ASSORTED COLOR	PACK	2	65.00	130.00		
INK; Epson 003;Black, Genuine	CART	69	210.00	14,490.00		
INK; Epson 003;Cyan, Genuine	CART	24	210.00	5,040.00		
INK; Epson 003;Yellow, Genuine	CART	13	210.00	2,730.00		
INK; Epson 003;Magenta, Genuine	CART	11	210.00	2,310.00		
Tape, Double Sided, 1 Inch	ROLL	10	35.00	350.00		
Duct Tape, 48Mm, Heavy Duty, Branded/Genuine, Sky Blue	PIECE	2	48.00	96.00		
Duct Tape, 48Mm, Heavy Duty, Branded/Genuine, Gray	PIECE	3	48.00	144.00		
Duct Tape, 48Mm, Heavy Duty, Branded/Genuine, Brown	PIECE	2	48.00	96.00		
Sign Pen, Green, .5Mm	PIECE	24	22.00	528.00		
Ball Point Pen, 0.7,Closed Barrel,Black	PIECE	10	65.00	650.00		
Ball Point Pen, 0.7,Closed Barrel,Blue	PIECE	10	65.00	650.00		
Folder,Pressboard,Expanding.Orange Color	PIECE	114	15.00	1,710.00		
Folder,Pressboard,Expanding.Green color	PIECE	34	15.00	510.00		
Folder,Pressboard,Expanding.Red Color	PIECE	117	15.00	1,755.00		
Folder,Pressboard,Expanding.Yellow Color	PIECE	103	15.00	1,545.00		
Folder,Pressboard,Expanding.White Color	PIECE	50	22.00	1,100.00		
Folder,Pressboard,Expanding.Blue Color	PIECE	103	15.00	1,545.00		
Folder,Pressboard,Expanding.Pink Color	PIECE	52	15.00	780.00		
Folder,Pressboard,Expanding.Brown Glossy	PIECE	20	20.00	400.00		
Folder,Manila,White, A4	PIECE	100	3.50	350.00		
Folder,Green	PIECE	100	8.00	800.00		
Folder,Manila,White,Long	PIECE	673	4.00	2,692.00		
Pencil,Lead,Graphite,With Eraser	BOX	29	84.00	2,436.00		
Rag, Quick Drying For Tables And Furnitures	PIECE	71	15.00	1,065.00		
Glass Cleaner,500 ml	BOTTLE	7	170.00	1,190.00		
Enhancing Polish For Wood; 150 ml	PIECE	3	300.00	900.00		
Bathroom Deodorized;100G with Holder	PIECE	19	85.00	1,615.00		
Floor Rag; Heavy Duty	PIECE	14	65.00	910.00		
Car Freshener; Can, Lemon Scent, Branded	CAN	8	140.00	1,120.00		
Mop Handle,Heavy Duty	PIECE	1	150.00	150.00		
Stand File Box, Green	PIECE	20	120.00	2,400.00		
Stand File Box, Blue	PIECE	3	120.00	360.00		
Feather Duster, Soft Feathers, Attached To A Handle, Typically Made Of Wood	PIECE	5	95.00	475.00		
Fabric Conditioner; 100 ml, Branded	BOTTLE	12	120.00	1,440.00		
Dishwashing Liquid, 1 Liter, Branded	BOTTLE	15	280.00	4,200.00		
Whiteboard Pen, Black, Fine	PIECE	8	55.00	440.00		
Specialized Bleach,Color Fabrics,900 ml, Branded	BOTTLE	20	95.00	1,900.00		
Disinfectant Cleaner,Floor And Tile	GAL	10	300.00	3,000.00		
Printer, L5290, 3 In 1	UNIT	4	14,950.00	59,800.00		
Printer, Eco Tank L1250	UNIT	2	10,100.00	20,200.00		
Facial Tissue, Box 2 Ply 140 Pulls	BOX	32	120.00	3,840.00		
Light Bulb, 20W, Led	PIECE	40	238.76	9,550.40		
Toilet Trash Bin, Small, Foot Pedal Bin, Color Green,	PIECE	2	297.50	595.00		
Power Supply, Psu, 500 Watts, 80 Plus White Non-Modular, Apfc Enhances Power Delivery, 120 Mm Silent Fan, 24 Pin Atx Con'	UNIT	1	2,500.00	2,500.00		
Ram Ddr4 8 Gb (2400/2133 Mhz)	UNIT	1	1,908.02	1,908.02		
Cutter Blade, Big	TUBE	2	30.00	60.00		
Paper; Hard Copy; Legal; 100 Gsm; Size 216 mm X 330 mm	REAM	10	250.00	2,500.00		
Paper; Multicopy; Letter; 80 Gsm; 8"X11"	REAM	44	210.00	9,240.00		



- 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**

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.

**1**

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.

**2**

All duties, excise, and other taxes and revenue charges shall be paid by the provider.

**3**

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.

**4**

**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



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