



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OFFICE OF ESCALANTE CITY
UDTONGAN ELEMENTARY SCHOOL

Bids and Awards Committee

Project Name:

Public Bidding for one (1) Lot of Disposal of Various Unserviceable Properties

Udtongan Elementary School
 Escalante City, Negros Occidental, Philippines
 117065@deped.gov.ph
<https://facebook.com/DepEdTayoUdtongaES>

Request for Quotation

Date: 05/27/2026
 Quotation # : RFQ2026-05-01

To all Eligible Service Providers:

I.

Please quote your highest price, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative in an envelope not later than **06/16/2026, 11:30 AM** at Udtongan Elementary School, Escalante City, Negros Occidental, Philippines. For more information please call Udtongan Elementary School at Mobile No. 09279510285. Prospective service provider shall be responsible to verify details of items described below with the Udtongan Elementary School Bids and Awards Committee.

ANALYN B. APATAN
 Chairperson, Bids and Awards Committee

II.

Inspection of Unserviceable Properties	Schedule of Public Auction	Pull-out/Taking of Awarded Items	Floor Price	Price offered for the item/s
DATE: June 15, 2026, 1:30 PM at Udtongan Elementary School	June 16, 2026, 1:30 PM	Date & Venue: June 23, 2026, 2 PM, Udtongan Elementary School	2,201.76	
NAME OF PROJECT:	Public Bidding for one (1) Lot of Disposal of various unserviceable properties			

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					Date :
Signature over Printed Name:					

Bids and Awards Committee

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

ITEMS & DESCRIPTION	Unit	No. of item/unit	Floor Price	Price Offered	Statement of Compliance (State "Comply" or "Not Comply")
Disposal of one (1) Lot of Various Unserviceable Properties	Lot	1	2,201.76		
Union Orbit Fan		1			
Union Wall Fan SN: 101228966		1			
Airfinity Standfan		1			
Monitor, HP V192 SN: 6CM42436M1		1			
Monitor, AOC LCD SN: JA028526		1			
Monitor, AOC LCD		1			
Monitor, AOC LCD		1			
Monitor, HP V192SN: 6CM42436M7		1			
Monitor, AOC LCD		1			
Monitor, HP Compaq SN: CNC4280GBC		1			
Monitor, AOC LCD		1			
Monitor, Giant Optics SN: HNX0410200318		1			
Monitor, IBM Black SN: 23NHKZ2		1			
Mouse, HP SN: 7CH42623F5		1			
Mouse, Lenovo		1			
Keyboard, CD-R King SN: KB-CD-10-ZE		1			
Keyboard, A4Tech SN: PH1901008220		1			
Keyboard, HP SN: 7CH42612R5		1			
Keyboard, HP SN: 7CH426123F4		1			
Keyboard, Acer		1			
Keyboard, Delux SN: K80501207007415		1			
Keyboard, HP SN: 7CH42612R4		1			
Keyboard, White		1			
Keyboard, Clicker SN: 101204167		1			
UPS, Emerson Network Power SN: H05200771PS26M		1			

ITEMS & DESCRIPTION	Unit	No. of item/unit	Floor Price	Price Offered	Statement of Compliance (State "Comply" or "Not Comply")
UPS, APC Back SN: 4B1007P69641		1			
Infocus Projector SN: BMZ842009623		1			
Infocus Projector SN: BMZ842700211		1			
Pixpro Projector SN: 33130213A8151R1		1			
Samsung TV SN: 09113yap200415H		1			
CPU, Core Elite		1			
CPU, HP		1			
CPU, Sony		1			
Coby Laptop		1			
Coby Laptop		1			
Laptop Exhaust Fan		1			
Non-Contact Infrared Thermal Scanner		1			
Automatic Hand Soap Dispenser		1			
Automatic Alcohol Dispenser		3			
Epson Printer L3150 SN: X93K004577		1			
Epson Printer L3110 SN: X5DW372668		1			
Epson Printer L3110 SN: X5D04074326		1			
Epson Printer L120 SN: JP3K350483		1			
Epson Printer M1100		1			
Epson Printer L120 SN: X9LV058750		1			
Epson Printer L360 SN: X5L3115890		1			
HP Printer Cartridge SN: CN364110HV		1			
Canon Printer Pixma MP287		1			
Canon IP2772 Printer		1			
HP Deskjet 3745 SN: TH4BR110YD		1			
Epson Printer M1120		2			
Epson L3210 SN: X5DW372645		1			
Magic Double Burner Gas Stove		1			
Blue Water Jug		2			
Arm Chair-Steel		20			
Arm Chair-Wood/Steel		11			
Arm Chair-Plastic/Steel		37			
Steel Chair		39			
Total:					
*****Nothing follows*****					

ITEMS DESCRIPTION	Statement of Compliance (State "Comply" or "Not Comply")
Documentary Requirements (Either of the following)	
1. SEC Registration Certificate for Corporation	
2. DTI Registration Certificate for Sole Proprietorship	
3. Business/Mayor's Permit	

III. Terms and Conditions

A. Submission of Requirements

- Quotations and other requirements stated below shall be addressed to the School Bids and Awards Committee (BAC) Chairperson c/o BAC Secretariat at Purok Narra, Brgy. Rizal, Escalante City, Negros Occidental, Philippines. If quotation is sealed, please indicate in the envelope the quotation number and name of bidder.
- In addition, you are required to submit the following necessary documents:
 - Present valid Mayor's Permit or Official Receipt as proof of renewal; and,
 - Present valid Mayor's Permit prior to payment.

B. Award

The provider who submitted the highest 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 Highest Calculated and Responsive Bids (HCRB) having been Post-Qualified, the method to be used to break the tie is through viva voce (L. Awarding of Sale, paragraph 2)

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.

C. Pull-out/ Taking of Awarded Items

Pull-out or Taking of Awarded Items shall be on the date specified in the Request for Quotation (RFQ) or in the Purchase Order.

D. Evaluation of Quotations

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

- Price Quotation;
- Compliance with Items & Description;
- Completeness of documents submitted.

E. Instructions

- Buyer shall be responsible for the hauling of awarded items on the date specified in the RFQ.

F. Payment

The highest complying bidder shall pay the amount to the cashier after the award.

The DepEd Escalante City-School 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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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
UDTONGAN ELEMENTARY SCHOOL	Union Orbit Fan	1	2,201.76
	Union Wall Fan SN: 101228966	1	
	Airfinity Standfan	1	
	Monitor, HP V192 SN: 6CM42436M1	1	
	Monitor, AOC LCD SN: JA028526	1	
	Monitor, AOC LCD	1	
	Monitor, AOC LCD	1	
	Monitor, HP V192SN: 6CM42436M7	1	
	Monitor, AOC LCD	1	
	Monitor, HP Compaq SN: CNC4280GBC	1	
	Monitor, AOC LCD	1	
	Monitor, Giant Optics SN: HNX0410200318	1	
	Monitor, IBM Black SN: 23NHKZ2	1	
	Mouse, HP SN: 7CH42623F5	1	
	Mouse, Lenovo	1	
	Keyboard, CD-R King SN: KB-C0-10-ZE	1	
	Keyboard, A4Tech SN: PH1901008220	1	
	Keyboard, HP SN: 7CH4261ZR5	1	
	Keyboard, HP SN: 7CH426123F4	1	
	Keyboard, Acer	1	
	Keyboard, Delux SN: K80501207007415	1	
	Keyboard, HP SN: 7CH4261ZR4	1	
	Keyboard, White	1	
	Keyboard, Clicker SN: 101204167	1	
	UPS, Emerson Network Power SN: H0520077IPS26M	1	
	UPS, APC Back SN: 4B1007P69641	1	
	Infocus Projector SN: BMZ842009623	1	
	Infocus Projector SN: BMZ842700211	1	
	Pixpro Projector SN: 33130213A8151R1	1	
	Samsung TV SN: 09113yap200415H	1	
	CPU, Core Elite	1	
	CPU, HP	1	
CPU, Sony	1		
Coby Laptop	1		
Coby Laptop	1		



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Laptop Exhaust Fan	1
Non-Contact Infrared Thermal Scanner	1
Automatic Hand Soap Dispenser	1
Automatic Alcohol Dispenser	3
Epson Printer L3150 SN: X93K004577	1
Epson Printer L3110 SN: X5DW372668	1
Epson Printer L3110 SN: X5D04074326	1
Epson Printer L120 SN: JP3K350483	1
Epson Printer M1100	1
Epson Printer L120 SN: X9LV058750	1
Epson Printer L360 SN: X5L3115890	1
HP Printer Cartridge SN: CN364110HV	1
Canon Printer Pixma MP287	1
Canon IP2772 Printer	1
HP Deskjet 3745 SN:TH4BR110YD	1
Epson Printer M1120	2
Epson L3210 SN: X5DW372645	1
Magic Double Burner Gas Stove	1
Blue Water Jug	2
Arm Chair-Steel	20
Arm Chair-Wood/Steel	11
Arm Chair-Plastic/Steel	37
Steel Chair	39

2. Submit your Bid form with your name, signature, company name, address, and contact numbers. Submit the duly accomplished quotation form on or before **June 16, 2026, 11:30 AM** at **Udtongan Elementary School**, Brgy. Udtongan, Escalante City, Principal's Office and look for Liahona Kaye R. Yanson
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.



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5. A complete set of Bid Form may be acquired by interested bidder from **June 9 to June 15, 2026** at Principal's Office, Udtongan Elementary School.
6. For further information, please refer to:

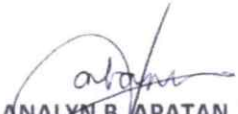
LIAHONA KAYE R. YANSON
Administrative Officer II
BAC Secretariat
Vice Chairperson, School Property Disposal Committee
7. Inspection of Unserviceable Properties are available for inspection on: **June 15, 2026 at 1:30 PM, Udtongan Elementary School.**
8. Schedule of Public Auction:
The public auction shall be conducted on an "as is, where is" basis on **June 16, 2026, 1:30 PM at Udtongan 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 **June 16, 2026, 11:30 AM.** Bid submitted beyond said deadline shall not be accepted.
11. Opening of Bids at **June 16, 2026, 1:30 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.

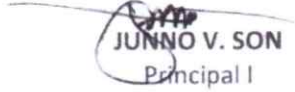


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13. Pull-out/Taking of Awarded Items:

The winning bidder shall be given seven (7) calendar days from receipt of payment to pull out from Udtongan Elementary School as stated in the ITB. The unserviceable items awarded subject to the supervision of School Property Custodian, School Inventory and Disposal Committee, witnessing and approval by the School Principal and COA official during the actual disposal.


ANALYN B. APATAN
Master Teacher I
Chairperson, School BAC


JUNNO V. SON
Principal I
Chairperson, School Disposal Committee

Noted by:


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