

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

Bids and Awards Committee

Project Name:

PRODUCTION AND DISTRIBUTION OF DIAGNOSTIC ASSESSMENT MATERIALS

Escalante City, Negros Occidental, Philippines
 Tel. Nos. – (034) 467-3934, (034) 467-2542, (034) 467-3938
 nitzther.tabotabo@deped.gov.ph / depedesalante.bac@deped.gov.ph
 Depedesalantecity.weebly.com

Request for Quotation

Date: 08/20/2026
 Quotation #: RFQ2026-Q3-84
 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 **08/27/2026** 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. CAPILITAN, 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
SEPTEMBER 2026	SEPTEMBER 2026	SDO ESCALANTE	1,106,029.00	
NAME OF PROJECT:		PRODUCTION AND DISTRIBUTION OF DIAGNOSTIC ASSESSMENT MATERIALS		

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	Grade Level	No. of pages	Estimated Cost Per Page	ESTIMATED UNIT COST	Unit Price (ABC)	Price Offered	Total Price Offered	Statement of Compliance (State "Comply" or "Not Comply")
COMPREHENSIVE RAPID LITERACY ASSESSMENT (CRLA)										
LEARNER MATERIALS										
Filipino	copies	1535	Grade 1	7	2.4887	17.42	26,741.08			
Sinugbuanong Binisaya	copies	1443	Grade 1	7	2.4887	17.42	25,138.36			
Hiligaynon	copies	92	Grade 1	7	2.4887	17.42	1,602.72			
Filipino	copies	1786	Grade 2	6	2.4887	14.93	26,668.91			
Sinugbuanong Binisaya	copies	1691	Grade 2	5	2.4887	12.44	21,041.96			
Hiligaynon	copies	95	Grade 2	6	2.4887	14.93	1,418.56			
English	copies	1742	Grade 3	6	2.4887	14.93	26,011.89			
Filipino	copies	1742	Grade 3	9	2.4887	22.40	39,017.84			
Sinugbuanong Binisaya	copies	1640	Grade 3	5	2.4887	12.44	20,407.34			
Hiligaynon	copies	102	Grade 3	8	2.4887	19.91	2,030.78			
							190,079.44			
TEACHER MATERIALS										
Filipino	copies	113	Grade 1	3	2.4887	7.47	843.67			
Sinugbuanong Binisaya	copies	108	Grade 1	5	2.4887	12.44	1,343.90			
Hiligaynon	copies	5	Grade 1	4	2.4887	9.95	49.77			
Filipino	copies	115	Grade 2	4	2.4887	9.95	1,144.80			
Sinugbuanong Binisaya	copies	110	Grade 2	5	2.4887	12.44	1,368.79			
Hiligaynon	copies	5	Grade 2	5	2.4887	12.44	62.22			
English	copies	119	Grade 3	4	2.4887	9.95	1,184.62			
Filipino	copies	119	Grade 3	8	2.4887	19.91	2,369.24			
Sinugbuanong Binisaya	copies	114	Grade 3	5	2.4887	12.44	1,418.56			
Hiligaynon	copies	5	Grade 3	6	2.4887	14.93	74.66			
							9,860.23			
LEARNER MATERIALS										
Assessment Materials Booklet	copies	1535	Grade 1	16	2.4887	39.82	61,122.47			
Learner's Scoresheet	copies	1535	Grade 1	2	2.4887	4.98	7,640.31			
Learner's Booklet	copies	1786	Grade 2	25	2.4887	62.22	111,120.46			
Learner's Scoresheet	copies	1786	Grade 2	2	2.4887	4.98	8,889.64			
Learner's Booklet	copies	1742	Grade 3	22	2.4887	54.75	95,376.94			
Learner's Scoresheet	copies	1742	Grade 3	2	2.4887	4.98	8,670.63			

Assessment	copies	5542	Grade 4 to Grade 6	14	2.4887	34.84	193,093.26			
Answer Sheet	copies	5542	Grade 4 to Grade 6	4	2.4887	9.95	55,169.50			
Assessment	copies	5712	Grade 7 to Grade 10	16	2.4887	39.82	227,447.27			
Answer Sheet	copies	5712	Grade 7 to Grade 10	6	2.4887	14.93	85,292.73			
							853,823.20			
TEACHER MATERIALS										
Teacher's Booklet	copies	113	Grade 1	11	2.48803	27.37	3,092.62			
Teacher's Booklet	copies	115	Grade 2	10	2.48803	24.88	2,861.23			
Teacher's Booklet	copies	119	Grade 3	8	2.48803	19.90	2,368.60			
Teacher's Booklet	copies	380	Grade 4 to Grade 6	3	2.48803	7.46	2,836.35			
Teacher's Booklet	copies	380	Grade 4 to Grade 6	21	2.48803	52.25	19,854.48			
Scoring Guide	copies	380	Grade 4 to Grade 6	1	2.48803	2.49	945.45			
Competencies	copies	380	Grade 4 to Grade 6	3	2.48803	7.46	2,769.18			
Teacher's Booklet	copies	371	Grade 7 to Grade 10	16	2.48803	39.81	14,768.95			
Scoring Guide	copies	371	Grade 7 to Grade 10	3	2.48811	7.46	2,769.27			
Competencies	copies	371	Grade 7 to Grade 10	3	2.48811		52,266.14			
							TOTAL:	1,106,029.00		
MINIMUM TECHNICAL SPECIFICATIONS										
Paper Size	A4 (8.27 inches x 11.69 inches)									
Printing	Single-sided (one-sided) printing									
	High-quality, sharp, and legible reproduction of text, graphics, and images									
	Combination of portrait and landscape page orientations, as required by the assessment materials									
Paper Stock	Uncoated book paper									
	Minimum weight: 70gsm									
Print Color	Combination of black-and-white and full-color printing, as required by the assessment materials									
	Colors must be clear, accurate, and consistent throughout all pages									
Binding/Finishing	Top-left corner stapling for both portrait and landscape-oriented materials									
	Stapling must be secure and properly aligned to prevent page detachment									
General Requirements	Pages must be arranged in the correct sequence and orientation									
	Materials must be free from smudges, streaks, missing pages, printing defects, and paper damage									
	Finished copies must be neatly trimmed and delivered ready for distribution									

*****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

- 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.
- In addition, you are required to submit the following necessary documents:
 - Present valid Mayor's Permit or Official Receipt as proof of renewal upon post-qualification; and,
 - Present valid Mayor's Permit prior to payment.
 - PhilGEPS Registration Number
 - 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:

- Price Quotation;
- Compliance with Items & Description
- 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.
- 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.
- All duties, excise, and other taxes and revenue charges shall be paid by the provider.
- 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.