



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF BUTUAN CITY

REQUEST FOR QUOTATION (RFQ)

Date: 29 April 2026
RFQ No.: 2026-04-062

Company/Business Name: _____
Address: _____
Business/Mayor's Permit No.: _____
TIN: _____
PhilGEPS Registration Number (required): _____

The Department of Education – Division of Butuan City, through its Bids and Awards Committee (BAC), intends to procure the **Supply & Delivery of Printed Ready-to-Print ARAL Teaching and Learning Resources for SY 2025-2026** with an Approved Budget for the Contract of **Nine Hundred Eighty-One Thousand Seven Hundred Sixty-Seven Pesos & 75/100 Only (PhP 981,767.75)** through Section 34 **Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **2:00 PM of 6 May 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

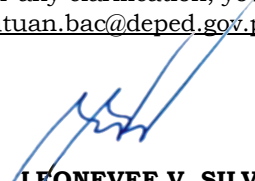
LEONEVEE V. SILVOSA, CESE
Chairperson, Bids and Awards Committee
DepEd Butuan City Division
Rosal Street, Brgy. Bagohoy, Butuan City
Trunkline No. (085) 341-0022
Email: butuan.bac@deped.gov.ph

Interested bidder shall also submit a copy of the following documents along with the quotation on or before the above specified deadline of submission of quotation:

- Mayor's/Business Permit**
- PhilGEPS Registration Number**
- Notarized Omnibus Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder Template may be accessed in this link: https://www.gppb.gov.ph/wp-content/uploads/2025/08/NGPA_Omnibus-Sworn-Statement.pdf**
- Income/Business Tax Return**

The Head of the Procuring Entity (HoPE) of the DepEd Butuan City Division reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

For any clarification, you may contact the BAC Secretariat at 09752017497 or send email to butuan.bac@deped.gov.ph


LEONEVEE V. SILVOSA, CESE
Chairperson, Bids and Awards Committee



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INSTRUCTIONS

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ only pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at butuan.bac@deped.gov.ph
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form;
2. **Partial Quotation is not permitted.**
3. Quoted price shall be inclusive of applicable taxes and shall be firm and valid for a period of at least **thirty (30) calendar days** from receipt of quotation and shall be binding upon the supplier within the period;
4. Delivery period shall be on **Thirty (30) calendar days** upon the receipt of Notice of Award/Purchase Order;
5. The P.O. shall be awarded to the Lowest Calculated and Responsive Bid (LCRB). Delivered items are subject to inspection, with payment processing to commence only after acceptance by the end-user/s;
6. Terms of payment is within **thirty (30) working days** from date of actual and complete delivery, acceptance by the end-user/s and upon submission of the required complete supporting documents;
7. Bidders shall submit the quotations together with the technical brochures of the products being offered, if applicable;
8. Quotation lacking the requested information in this RFQ or clearly failing to meet the RFQ requirements may be disregarded;
9. The delivery of the item/s must be on the scheduled date and time of the DepEd Butuan City and shall be acknowledged upon inspection to confirm the compliance with the technical specifications;
10. As a government agency, DepEd Butuan City shall deal only with legitimate suppliers/contractors which issue BIR-registered sales invoice;
11. DepEd Butuan City reserves the right to post-qualify any supplier and/or reject any or all submitted quotations if it fails to meet the minimum requirements set by the BAC;
12. In case of delay and default, the supplier shall be charged liquidated damages amounting to 1/10 of 1% of the cost of delayed service for every day of delay, pursuant to Sec. 98 of the IRR-A of R.A. 12009;
13. In case of failure to deliver or capricious and whimsical refusal to accept the award / purchase order (PO), the BAC may right away recommend to the HoPE the blacklisting of the supplier without prejudice to the right of the BAC to file appropriate charges against said supplier; and
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.



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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Supply & Delivery of Printed Ready-to-Print ARAL Teaching and Learning Resources for SY 2025-2026							
UNIT	ITEM DESCRIPTION	QTY	*Offered Technical Specification/Service	Statement of Compliance ("Complied" or "Not Complied")	ABC	BID PRICE	
						UNIT PRICE	TOTAL AMOUNT
Note: Non-compliance with the minimum required specification shall be rejected.							
LOT 1	ARAL PROGRAM MATERIALS PRINTING AND REPRODUCTION				981,767.75		
page	Key Stage 1 Learner’s Workbook (Filipino), 52 Inside pages, 2190 copies	113,880					
page	Key Stage 1 Learner’s Workbook (English), 16 Inside pages, 2190 copies	35,040					
page	Key Stage 2 Learner’s Workbook (Basic), 101 Inside pages, 3783 copies	382,083					
page	Key Stage 2 Learner’s Workbook (Plus), 98 Inside pages, 3783 copies	370,734					
page	Key Stage 3 Learner’s Workbook (Basic), 62 Inside pages, 1543 copies	95,666					
page	Key Stage 3 Learner’s Workbook (Plus), 150 Inside pages, 1543 copies	231,450					
	COVER PAGE, BACK COVER PAGE, INSIDE COVER PAGE AND INSIDE BACK COVER						
copies	FOR Key Stage 1 Learner’s Workbook (Filipino)	2,190					
copies	FOR Key Stage 1 Learner’s Workbook (English)	2,190					
copies	FOR Key Stage 2 Learner’s Workbook (Basic)	3,783					
copies	FOR Key Stage 2 Learner’s Workbook (Plus)	3,783					
copies	FOR Key Stage 3 Learner’s Workbook (Basic)	1,543					
copies	FOR Key Stage 3 Learner’s Workbook (Plus)	1,543					
	Technical Specifications: Module size: 8.25” x 10.75” (portrait) Paper type: Cover: Foldcote cal. 10 solid white, Inside pages: Uncoated Book Paper, 70gsm, 55% brightness, 90% opacity Colors: Cover: 4 colors/1 color with 1 side UV Coating or better, Inside pages: 1 color/1 color (black only) Binding: Saddle stitch or perfect binding for more than 40 pages						
TOTAL							



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***Offered Technical Specification/ Service**

Please specify the technical specifications or services you intend to offer.

FINANCIAL OFFER

Terms of Payment:

The DepEd Butuan City shall pay the supplier the actual amount net of taxes in a send bill arrangement. Payment shall be made within **thirty (30) calendar days** from the submission of billing statement and completion of the deliverables and issuance of Certificate of Inspection and Acceptance.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Bank Branch: _____

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Supply & Delivery of Printed Ready-to-Print ARAL Teaching and Learning Resources for SY 2025-2026	
LOT 1: ARAL PROGRAM MATERIALS PRINTING AND REPRODUCTION	Total Offered Quotation (Inclusive of VAT)
Nine Hundred Eighty-One Thousand Seven Hundred Sixty-Seven Pesos & 75/100 (PhP 981,767.75)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

CANVASSED BY:

Canvasser's Name & Signature

Note:
Bid Opening on: _____