



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

REQUEST FOR QUOTATION (RFQ)

Date: 21 May 2026
RFQ No.: 2026-05-084 L1

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 and Delivery of Office Supplies for 2026 2nd Quarter Supplies for DepEd Butuan City** with an Approved Budget for the Contract of **Two Hundred Thirty-Five Thousand Five Hundred Fifty Pesos Only (Php 235,550.00)** 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 26 May 2026**, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

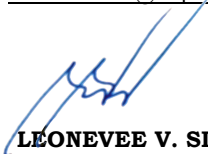
LEONEVEE V. SILVOSA, CESE
Chairperson, Bids and Awards Committee
DepEd Butuan City Division
Rosal Street, Brgy. Bagohoy, Butuan City
Trunkline No. (085) 341-0022
Email: butuan.bac@deped.gov.ph

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**

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 **Ten (10) 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 and Delivery of Office Supplies for 2026 2nd Quarter Supplies for DepEd Butuan City							
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	OFFICE SUPPLIES				235,550.00		
piece	Calculator, compact	3					
pack	Cartolina, assorted	8					
roll	Clear double-sided tape 5 meters	10					
box	Clip backfold, 25mm – 12/box	33					
box	Clip backfold, 32mm – 12/box	33					
piece	Correction tape	106					
piece	Data file box, with cover, big	52					
box	Folder, pressboard legal	1					
bottle	Glue, 200 grams	24					
piece	Marker, permanent pen, red	4					
piece	Marker, whiteboard, red	3					
pad	Notepad, paper flag, sign here	10					
pad	Notepad, stick-on, 50mm x 76mm (mix color)	53					
pad	Notepad, stick-on, 76mm x 100mm (mix color)	37					
box	Paper clip, 33mm, small	74					
box	Paper clip, 50mm, big	67					
ream	Paper, multicopy, legal, 80gsm	103					
ream	Paper, multi-purpose, A4, 70gsm	156					
ream	Paper, multi-purpose, legal, 70gsm	109					
piece	Philippine National Flag	5					
pack	Photopaper, glossy	5					
piece	Record book, 300 pages, size: 214mm x 278mm min	14					
piece	Record book, 500 pages, size: 214mm x 278mm min	7					
box	Rubber band, 70mm min lay flat length (#18)	2					



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piece	Scissors, 10-inch heavy duty	5					
piece	Sign pen, black, liquid/gel ink, 0.5mm needle tip	205					
box	Staple wire, standard #35	28					
piece	Stapler, standard type	1					
roll	Tape, masking width: 24mm (Â±1MM)	15					
roll	Tape, masking width: 48mm (Â±1MM)	45					
roll	Tape, packaging width: 48mm (Â±1MM)	44					
roll	Tape, transparent width: 24mm (Â±1MM)	28					
roll	Tape, transparent width: 48mm (Â±1MM)	53					
TOTAL							

***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: _____



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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 and Delivery of Office Supplies for 2026 2nd Quarter Supplies for DepEd Butuan City	
LOT 1: OFFICE SUPPLIES	Total Offered Quotation (Inclusive of VAT)
Two Hundred Thirty-Five Thousand Five Hundred Fifty Pesos Only (PhP 235,550.00)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es