



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF KIDAPAWAN CITY

REQUEST FOR QUOTATION

Date: October 28, 2026
RFQ No.: 2026-10-307

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (**required**): _____

The Department of Education – Schools Division of Kidapawan City, through its Bids and Awards Committee (BAC), invites eligible suppliers to submit their quotations for the **“Procurement of FY 2026 Fourth Quarter Common-Use Supplies for SDO Kidapawan City – Items Not Available at PS-DBM,”** with an Approved Budget for the Contract (ABC) of **Two Hundred Fifty Thousand Four Hundred Nineteen Pesos and Eighty-Nine Centavos (₱250,419.89)**, through **Small Value Procurement (SVP) pursuant to Section 34 of the Implementing Rules and Regulations (IRR) of Republic Act No. 12009**, otherwise known as the New Government Procurement Act.

Interested suppliers are requested to submit their duly accomplished and signed quotation, together with the following documentary requirements, to the Bids and Awards Committee (BAC) Chairperson at the **Conference Room, SDO Kidapawan City, J.P. Laurel Street, Kidapawan City**, on or before **November 3, 2026, at 10:00 AM**, subject to the Terms and Conditions provided in this Request for Quotation (RFQ):

- a. **Certified true copy of Mayor's/Business Permit**
- b. **Omnibus Sworn Statement, Attached as Annex “A”**
- c. **Income/Business Tax Return**

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

For clarifications, you may contact **Mr. Ryan P. Tampus, BAC Secretariat Head**, at the DepEd – Schools Division of Kidapawan City, J.P. Laurel Street, Kidapawan City, 9400, or through email at **kidapawan.city@deped.gov.ph**.

JASMIN P. ISLA
BAC Chairperson

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, 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. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, "draw lots" shall be adopted as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time to be arranged end-user. The delivery of the item/s shall be acknowledged upon the delivery to confirm the required quantity as indicated in the Technical Specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Order Slip and/or Billing statement, delivery receipt and inspection and acceptance report. Land Bank of the Philippines (LBP), shall credit the amount due to the identified bank account of the supplier, contractor, or consultant. Please note that the **corresponding bank transfer fee, if any, shall be deducted to the amount due to the supplier..**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The DepEd may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

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

Procurement of FY 2026 4th Quarter Common Use Supplies for SDO Kidapawan City – NOT Available at PS-DBM			
Minimum Technical Specifications	Quantity	Offered Technical Specification/Service	Statement of Compliance (“Comply” or “Not Comply”)
Note: Non-compliance with the minimum required specifications shall be rejected			
Procurement of FY 2026 4th Quarter Common Use Supplies for SDO Kidapawan City – NOT Available at PS-DBM			
BATTERY, DRY CELL, SIZE AA	30 packs		
BATTERY, DRY CELL, SIZE AAA	30 packs		
BROOM (WALIS TAMBO)	8 pieces		
BROOM (WALIS TING-TING)	15 pieces		
CLEANER, TOILET BOWL AND URINAL (1,000 ML)	15 bottles		
DETERGENT BAR	10 pieces		
DETERGENT POWDER, ALL PURPOSE (1KG)	10 pouch		
RAGS, ALL COTTON, 25 PCS PER BUNDLE	15 bundle		
TRASHBAG, LARGE SIZE	26 packs		
TRASH BAG XL SIZE	25 packs		
MONO BLOCK CHAIR, WHITE	15 pieces		
EXTERNAL HARD DRIVE (2TB)	2 units		
FLASH DRIVE (16GB)	2 pieces		
TAPE, ELECTRICAL (4M)	3 rolls		
TAPE, MASKING, 48MM	7 rolls		
RULER PLASTIC 450 MM	6 pieces		
CLIP, BACKFOLD, 19MM	18 boxes		
ENVELOPE, DOCUMENTARY, A4	1 boxes		
ENVELOPE, MAILING	1 boxes		
TORNADO MOP	2 pieces		
MARKER, FLUORESCENT, 3 ASSORTED COLORS	15 sets		

MARKER, WHITEBOARD, BLUE	10 pieces		
STAMP PAD, FELT	3 pieces		
NOTEPAD, STICK-ON, 76MM X 76MM	9 pads		
PAPER, MULTICOPY, LEGAL	60 reams		
TOILET TISSUE, INTERFOLDED PAPER TOWEL	40 packs		
TOILET TISSUE PAPER, 2 PLY	40 packs		
HAND SANITIZER 500ML	12 pieces		
BLEACHING SOLUTION, COLOR SAFE BLEACH 450ML FOR COLORED FABRICS	30 bottles		
CERTIFICATE HOLDER, SINGLE SIDED A4	50 pieces		
DISHWASHING LIQUID (1GAL)	6 bottles		
EXTENSION CORD, 3 GANG, 5 METERS	1 piece		
PLASTIC FASTENER	25 boxes		
STICKER PAPER, MATTE, LONG	25 packs		
HDMI CONNECTOR, 1.8M	2 pieces		
DISH CABINET - 3 TIER	1 unit		
ECOTANK 3IN1 PRINTER, WIRELESS PRINT SCAN COPY AUTO DUPLEX PRINTER (2-SIDED PRINTING); DIMENSION: (WXDXH): 375X 347X346MM; WEIGHT: 7.3KG; BOX CONTENT: PRINTER, POWER ADAPTER, CD DRIVER AND MANUAL, INK BOTTLES	1 unit		
FACE MASK	6 packs		
HEAVY DUTY PADLOCK - 50MM BODY	4 pieces		
HEAVY DUTY GALVANIZED IRON CHAIN KADENA	4 pieces		
INK REFILL, EPSON 003, BLACK, GENUINE	85 bottles		
INK REFILL, EPSON 003, CYAN, GENUINE	33 bottles		
INK REFILL, EPSON 003, MAGENTA, GENUINE	33 bottles		
INK REFILL, EPSON 003, YELLOW, GENUINE	33 bottles		
LONG ARM STAPLER	1 unit		

LONG HANDLE TOILET BRUSH WITH BUILT-IN TWEEZERS AND DRAINING HOLDER	4 pieces		
MEGA BOX 70L	4 pieces		
MICRO FIBER TOWEL	6 pieces		
PAPER, MULTIPURPOSE LEGAL (BLUE)	5 reams		
PAPER, MULTIPURPOSE LETTER (SHORT)	5 reams		
Delivery Period: 15 days after Purchase Order			
***** nothing follows *****			

FINANCIAL OFFER:**Terms of Payment:**

DepEd-Kidapawan City Division 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 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.

Item No.	Description	Quantity	UNIT COSTS	TOTAL
1	BATTERY, DRY CELL, SIZE AA	30 packs		
2	BATTERY, DRY CELL, SIZE AAA	30 packs		
3	BROOM (WALIS TAMBO)	8 pieces		
4	BROOM (WALIS TING-TING)	15 pieces		
5	CLEANER, TOILET BOWL AND URINAL (1,000 ML)	15 bottles		
6	DETERGENT BAR	10 pieces		
7	DETERGENT POWDER, ALL PURPOSE (1KG)	10 pouch		
8	RAGS, ALL COTTON, 25 PCS PER BUNDLE	15 bundle		
9	TRASHBAG, LARGE SIZE	26 packs		
10	TRASH BAG XL SIZE	25 packs		
11	MONO BLOCK CHAIR, WHITE	15 pieces		
12	EXTERNAL HARD DRIVE (2TB)	2 units		
13	FLASH DRIVE (16GB)	2 pieces		
14	TAPE, ELECTRICAL (4M)	3 rolls		
15	TAPE, MASKING, 48MM	7 rolls		
16	RULER PLASTIC 450 MM	6 pieces		
17	CLIP, BACKFOLD, 19MM	18 boxes		
18	ENVELOPE, DOCUMENTARY, A4	1 boxes		

19	ENVELOPE, MAILING	1 boxes		
20	TORNADO MOP	2 pieces		
21	MARKER, FLUORESCENT, 3 ASSORTED COLORS	15 sets		
22	MARKER, WHITEBOARD, BLUE	10 pieces		
23	STAMP PAD, FELT	3 pieces		
24	NOTEPAD, STICK-ON, 76MM X 76MM	9 pads		
25	PAPER, MULTICOPY, LEGAL	60 reams		
26	TOILET TISSUE, INTERFOLDED PAPER TOWEL	40 packs		
27	TOILET TISSUE PAPER, 2 PLY	40 packs		
28	HAND SANITIZER 500ML	12 pieces		
29	BLEACHING SOLUTION, COLOR SAFE BLEACH 450ML FOR COLORED FABRICS	30 bottles		
30	CERTIFICATE HOLDER, SINGLE SIDED A4	50 pieces		
31	DISHWASHING LIQUID (1GAL)	6 bottles		
32	EXTENSION CORD, 3 GANG, 5 METERS	1 piece		
33	PLASTIC FASTENER	25 boxes		
34	STICKER PAPER, MATTE, LONG	25 packs		
35	HDMI CONNECTOR, 1.8M	2 pieces		
36	DISH CABINET - 3 TIER	1 unit		
37	ECOTANK 3IN1 PRINTER, WIRELESS PRINT SCAN COPY AUTO DUPLEX PRINTER (2-SIDED PRINTING); DIMENSION: (WDXH): 375X347X346MM; WEIGHT: 7.3KG; BOX CONTENT: PRINTER, POWER ADAPTER, CD DRIVER AND MANUAL, INK BOTTLES	1 unit		
38	FACE MASK	6 packs		
39	HEAVY DUTY PADLOCK - 50MM BODY	4 pieces		
40	HEAVY DUTY GALVANIZED IRON CHAIN KADENA	4 pieces		
41	INK REFILL, EPSON 003, BLACK, GENUINE	85 bottles		

42	INK REFILL, EPSON 003, CYAN, GENUINE	33 bottles		
43	INK REFILL, EPSON 003, MAGENTA, GENUINE	33 bottles		
44	INK REFILL, EPSON 003, YELLOW, GENUINE	33 bottles		
45	LONG ARM STAPLER	1 unit		
46	LONG HANDLE TOILET BRUSH WITH BUILT-IN TWEEZERS AND DRAINING HOLDER	4 pieces		
47	MEGA BOX 70L	4 pieces		
48	MICRO FIBER TOWEL	6 pieces		
49	PAPER, MULTIPURPOSE LEGAL (BLUE)	5 reams		
50	PAPER, MULTIPURPOSE LETTER (SHORT)	5 reams		
	x-x-NOTHING FOLLOWS-x-x			
TOTAL				

Procurement of FY 2026 4 th Quarter Common Use Supplies for SDO Kidapawan City - NOT Available at PS-DBM	
Approved Budget for the Contract	Total Offered Quotation (Inclusive of VAT)
Two Hundred Fifty Thousand Four Hundred Nineteen and Eighty-Nine Centavos (PhP250,419.89)	In words:
	In figures:

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es

Annex “A”

Omnibus Sworn Statement Form

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]* *[insert “as supported by the attached duly notarized Special Power of Attorney” for authorized representative]*;
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - *In case of Foreign Bidders:* [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. [Name of Bidder] complies with existing labor laws and standards; and
9. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].
10. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. ____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. ____
Notary Public for ____ until ____
Roll of Attorneys No. ____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.