



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

BIDS AND AWARDS COMMITTEE
Request for Quotation for Goods and Services

Date: **October 28, 2025**

Purchase Request No. : **2025-299**

To: **All Eligible Suppliers**

Please quote your lowest price on the items below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **OCT 31 2025** in the return envelope attached herewith.


MARY JEAN S. ROMERO
BAC Chairman

Signature over Printed Name
Canvasser

TERMS & CONDITIONS

A. Submission of Requirements

- All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at BAC Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
- Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
 - Philgeps Registration
 - DTI/SEC Registration
 - Mayor's Permit/Business Permit
 - Tax Clearance Certificate
 - PCAB License *(for Infrastructure Projects)*

B. Evaluation of Quotations

- Quotation shall be compared and evaluated based on the following criteria:
 - Completeness of Submission
 - Compliance with Technical Specifications
 - Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
- Quotations exceeding the Approved Budget for the Contract shall be rejected.
- In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

C. Award

- The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
- Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
- Once Purchase Order is awarded, the photocopy of bank account number of the Supplier's Company must be submitted *(preferably Land Bank, if available)*

D. Delivery

- Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- Deliverables shall be delivered to the SDO Catanduanes or wherever the Project Site is defined, cost to the account of supplier. Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site.
- Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
 - Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
 - Original and 4 copies of Delivery receipts
 - Original Statement of Accounts
 - Approved Purchase Order
 - Warranty Certificate



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