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: **November 19, 2026**

Purchase Request No. : **2026-205**

**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 November 23, 2026 in the return envelope attached herewith.

**MARY JEAN S. ROMERO**
BAC Chairman

_____
Signature over Printed Name
Canvasser _____

### TERMS & CONDITIONS

**A. Submission of Requirements**

1. 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.
2. Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
    a. Philgeps Registration
    b. DTI/SEC Registration
    c. Mayor's Permit/Business Permit
    d. Tax Clearance Certificate
    e. PCAB License *(for Infrastructure Projects)*

**B. Evaluation of Quotations**

1. Quotation shall be compared and evaluated based on the following criteria:
    a. Completeness of Submission
    b. Compliance with Technical Specifications
    c. Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. 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**

1. The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
2. Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
3. 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**

1. Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
2. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. 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.
4. Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
    a. Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
    b. Original and 4 copies of Delivery receipts
    c. Original Statement of Accounts
    d. Approved Purchase Order
    e. Warranty Certificate

**E. Instructions**

1. Supplier shall be responsible for the source(s) of its Goods/Equipment and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be a ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
3. Supplier who accepted a Purchase Order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 12009 and it's IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise taxes and revenue charges shall be paid by the Supplier.
6. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
7. All pages of the Request for Quotation shall be initialed by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

**F. Inspection**

To confirm their conformity to the technical specifications all deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user. And, all costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

**G. Liquidated Damages**

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of the delivery of the purchased goods. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract, without prejudice to other courses of action and remedies open to it.

**H. Warranty**

Warranty shall be for the period of six (6) months for supplies and materials and one year in case of equipment, reckoned from date of acceptance of the goods at project site.

**I. Payment**

One hundred percent (100%) of the contract price shall be paid to the Supplier after acceptance of the goods at project site and submission of the required supporting documents provided under letter *D. Delivery*.

The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by DepEd SDO Catanduanes BAC.

Approved Budget of the Contract for this project: **PhP 400,000.00**

| ITEM NO. | ITEM DESCRIPTION | QTY | UNIT | ESTIMATED UNIT PRICE | State COMPLY or NOT COMPLY | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|---|---|
| | ***Procurement of Van Rental Services for the Monitoring, Hauling and Delivery of Elementary Textbooks and Teacher's Manual and Other Learning Resources on November to December 2026*** | 1 | lot | ***400,000.00*** | | | |
| 1 | Van Rental Services | | | | | | |
| | 1st - 2nd Week of November 2026<br>Zone 1 (4 trips)<br>• Virac<br>• San Andres<br>Zone 2 (8 trips)<br>• Gigmoto<br>• Baras<br>• Bato<br>• San Miguel<br>Zone 3 (6 trips)<br>• Viga<br>• Panganiban<br>• Bagamanoc<br>Zone 4 ( 4 trips)<br>• Caramoran<br>• Pandan | | | | | | |

| ITEM NO. | ITEM DESCRIPTION | QTY | UNIT | ESTIMATED UNIT PRICE | State COMPLY or NOT COMPLY | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|---|---|
| | 3rd – 4th Week of November 2026<br>• Zone 1 – 4 (10 trips) | | | | | | |
| | December 2026<br>• Zone 1 – 4 (5 trips) | | | | | | |
| | **Terms and Conditions for the Supplier:** | | | | | | |
| | **1. Scope of Work and Itinerary**<br>• Point of Origin and Departure: Assembly and pick-up point at SDO Catanduanes, with a schedule departure time of 6:00 AM (or as coordinated by the end-user).<br>• Route and Drop-off: transport personnel and unload learning resources at target schools across 4 zones, and transport personnel back to the Division Office or their respective residences, especially for late afternoon or evening arrivals.<br>• Overnight Trips: For multi-day monitoring in remote destinations requiring overnight stays, the vehicle and driver must remain on-site/ in the location to facilitate an early start for the following day's itinerary.<br><br>**2. Vehicle Capacity and Condition**<br>• Passenger Capacity: Must comfortably accommodate a minimum of 3 passengers in designated passenger seats with sufficient space for boxes of learning resources to be delivered.<br>• Cargo/Hauling Capacity: Must have sufficient, dedicated cargo space (e.g., removable/foldable rear seats or cargo compartment) to transport multiple boxes of learning resources safety alongside the 3 passengers.<br>• Weather & Water Protection: The cargo compartment must be completely sealed, leak proof, and dry to protect books/learning resources from rain, dust and water damage during transit.<br>• Vehicle Quality: Air-conditioned, well-maintained, heavy-duty, and fully roadworthy van/vehicle suitable for carrying heavy loads across varying terrain and road conditions in the province.<br><br>**3. Inclusions and Supplier Responsibilities**<br>• Fuel Costs: All fuel (gasoline/diesel) and oil expenses shall be fully shouldered by the service provider.<br>• Driver Costs: Driver's professional fees, meals and overnight lodging/accommodation expenses shall be fully shouldered by the service provider. | | | | | | |

| ITEM NO. | ITEM DESCRIPTION | QTY | UNIT | ESTIMATED UNIT PRICE | State COMPLY or NOT COMPLY | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|---|---|---|
| | **4. Driver and Operational Requirements**<br>• Qualifications: The assigned driver must possess a valid professional driver's license, have extensive knowledge of local routes within Catanduanes, and adhere to standard road safety protocols | | | | | | |
| | *** | | | | | | |
| | | | | | | **TOTAL** | |

*Note: Any interlineations, alteration/ erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.*

**Supplier's Company Name:** _____

**Philgeps Registration Number**: _____ **TIN** _____

**Address:** _____

**Telephone/Cellphone Number:** _____ **Email:** _____

**Supplier or Authorized Representative:** _____

**Signature over Printed Name:** _____ **Date:** _____

*Note: A Special Power of Attorney is required for the Authorized Representative*

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