



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO ORIENTAL

**REQUEST FOR QUOTATION**  
**NEGOTIATED PROCUREMENT –**  
**TWO (2) FAILED BIDDINGS**

**Date: 6 October 2025**  
**RFQ No.: 2025-10-0005**

Company/Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business/Mayor's Permit No: \_\_\_\_\_  
PhilGEPS Registration Number (if any): \_\_\_\_\_

1. The **SCHOOLS DIVISION OF DAVAO ORIENTAL**, through its Bids and Awards Committee (BAC), invites bidders for the **PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES TO FUNCTIONAL ELEMENTARY AND SECONDARY SCHOOL LIBRARIES IN DEPED SCHOOLS DIVISION OF DAVAO ORIENTAL (LOT 13) - REBID**
2. through Section 53.1 of 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, as revised under Government Procurement Policy Board (GPPB) Resolution No. 18-2021.
3. The Approved Budget for the Contract is ***Two Hundred Thirty-Seven Thousand Six Hundred Pesos (PHP 237,600.00).***
4. Please submit your proposal for the item/s described and required herein, subject to compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Quotation duly signed by you or your duly authorized representative **on or before 8:45 A.M. on October 13, 2025.**

Please quote your **best offer** for the item/s described herein addressed to:

**CHRISTIAN N. SANGO**  
*Chairperson, Bids and Awards Committee*  
DepEd Division of Davao Oriental  
Government Center, Brgy. Dahican, City of Mati, Davao Oriental

5. The schedule of bidding activities are as follows:

| ACTIVITIES                                                                                                                          | SCHEDULE                   |
|-------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Advertising / Posting of Request for Quotation / Start of Availability of Request for Quotation                                     | October 07, 2025           |
| Pre-Negotiation Conference (virtual)<br><br><a href="https://meet.google.com/mox-wtxs-rgz">https://meet.google.com/mox-wtxs-rgz</a> | October 09, 2025 (1:00PM)  |
| Submission of Quotations and Legal / Technical Documents (in sealed envelope)                                                       | October 13, 2025 (8:45 AM) |
| Opening of Quotations                                                                                                               | October 13, 2025 (9:00 AM) |

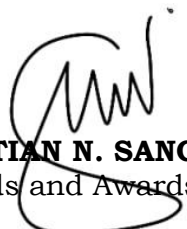
6. The following documents are required to be submitted along with your proposal on the above-set deadline.

| <b>CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>I. <u>TECHNICAL COMPONENT ENVELOPE</u></b>         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Class “A” Documents</u></b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>Legal Documents</u></b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                       | (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) <b>in accordance with Section 8.5.2 of the IRR;</b>                                                                                                                                                                                                                                                                                                                                                    |
|                                                       | (b) <i>Registration certificate from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorships, Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in BDS;</i>                                                                                                                                                                                                   |
|                                                       | (c) <i>Mayor’s Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;</i>                                                                                                                                                                                                                                                                                                                                             |
|                                                       | (d) <i>Tax Clearance</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                       | (e) <i>Audited financial statements showing, among others, the prospective total and current assets and liabilities of the bidder “RECEIVED” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission (for transactions amounting to Php 500,000.00 and above only. If submitted during previous transactions, attach a photocopy;</i> |
| <b><u>Class “B” Documents</u></b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                       | (f) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence <b>or</b> duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.                                                                                                                                                              |
| <b><u>Technical Documents</u></b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                       | (g) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; <b>and</b>                                                                                                                                                                                                                                  |
|                                                       | (h) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; <b>and</b>                                                                                                                                                                                 |
|                                                       | (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b>or</b> Original copy of Notarized Bid Securing Declaration; <b>and</b>                                                                                                                                                                                                                                                                         |
|                                                       | (j) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; <b>and</b>                                                                                                                                                                                                                                                                                                         |
|                                                       | (k) Original duly signed Omnibus Sworn Statement (OSS) <b>and</b> 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.                                                                                                                     |
|                                                       | (l) Latest Income and Business Tax Returns                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                                       | (m) Proof of payment of BIR income tax                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                                |                                                                                                                                                                                                 |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | (n) Organizational Chart with actual names of personnel of the company/organization                                                                                                             |
| <i>Financial Documents</i>                                     |                                                                                                                                                                                                 |
|                                                                | (o) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) <b>or A</b> committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation. |
| <b>II. FINANCIAL COMPONENT ENVELOPE</b>                        |                                                                                                                                                                                                 |
|                                                                | (p) Original of duly signed and accomplished Financial Bid Form; <b>and</b>                                                                                                                     |
|                                                                | (q) Original of duly signed and accomplished Price Schedule(s).                                                                                                                                 |
| <p><u>Remarks:</u></p> <p>_____ : PASS</p> <p>_____ : FAIL</p> |                                                                                                                                                                                                 |

7. The DepEd Division of Davao Oriental reserves the right to accept or reject any bid/proposal, annul the bidding process, and to reject all bids/proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.
8. *In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.*

For any clarification, you may contact us at telephone no. (087) 388-3372.

  
**CHRISTIAN N. SANGO**  
 Chairperson, Bids and Awards Committee

### 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 a 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 mandatory 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 [davor.bac@deped.gov.ph](mailto:davor.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 email 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, the Schools Division of Davao Oriental 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.
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 set by the procuring entity. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with 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, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
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 procuring entity 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 Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised 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 AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES  
TO FUNCTIONAL ELEMENTARY AND SECONDARY SCHOOL LIBRARIES IN DEPED  
SCHOOLS DIVISION OF DAVAO ORIENTAL**

| Minimum Technical Specifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Offered Technical Specification/ Service | Statement of Compliance ("Comply" or "Not Comply") |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------|
| Note: Non-compliance with the minimum required specifications shall be rejected.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                          |                                                    |
| <p>Terms and Conditions</p> <p>1. Packaging and Labeling:<br/>Each box shall be properly labeled to indicate the following: Title, Quantity, Name and Address of the Recipient School, and the Supplier's Name. The maximum allowable weight per box is 20 kilograms.</p> <p>2. Inspection and Delivery Schedule:<br/>Prior to distribution, the goods shall be subject to inspection by the Division Inspectorate Team at the Division Office. Only upon clearance may the. Deliveries shall be made only on regular working days, during official office hours (8:00 A.M. to 5:00 P.M.). The Receiving Personnel reserves the right to refuse acceptance of any delivery made before 8:00 A.M., after 5:00 P.M., or on non-working days.</p> <p>3. Replacement of Defective or Incomplete Deliveries:<br/>The Supplier shall replace all rejected or defective goods and complete any underdelivery within seven (7) calendar days upon receipt of a Notice of Rejection or formal notification from the Receiving Personnel. If replacement stocks are available on</p> |                                          |                                                    |

site, the Supplier must effect immediate replacement or delivery. No payment shall be made for any deficient, defective, or incomplete deliveries, regardless of any signed Inspection and Acceptance Reports (IARs).

**4. Liability and Risk During Transit:**

The Procuring Entity shall not be liable for any damage to the goods during transit, except as may be provided under INCOTERMS applicable to Delivered Duty Paid (DDP) arrangements. For goods supplied within the Philippines or by domestic suppliers, risk and title shall pass to the Procuring Entity only upon receipt and final acceptance at the final destination.

**PROCUREMENT AND DELIVERY OF SUPPLEMENTARY LEARNING RESOURCES TO  
FUNCTIONAL ELEMENTARY AND SECONDARY SCHOOL LIBRARIES IN DEPED  
SCHOOLS DIVISION OF DAVAO ORIENTAL**

| <b>Approved Budget<br/>of the Contract</b>                                                          | <b>Description and Quantity</b>                          | <b>Total Offered Quotation<br/>(Inclusive of VAT)</b>                |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------------|
| <b><i>Two Hundred<br/>Thirty-Seven<br/>Thousand Six<br/>Hundred Pesos<br/>(PHP 237,600.00).</i></b> | <b>(Please see attached technical<br/>specification)</b> | <b>In Words:</b><br><hr/> <hr/> <hr/><br><b>In Figures:</b><br><hr/> |

\_\_\_\_\_  
Name and Signature of Authorized Representative

| No.    | Type of SLR   | Title                                                | Category         | Publisher/<br>Distributor               | Author/s                         | ISBN              | Copyright<br>Year/<br>Date of<br>Publication | Size<br>(L x W) | No. of<br>Pages | Inside Pages          |         | Cover                 |        | Binding | Unit  | Quantity |
|--------|---------------|------------------------------------------------------|------------------|-----------------------------------------|----------------------------------|-------------------|----------------------------------------------|-----------------|-----------------|-----------------------|---------|-----------------------|--------|---------|-------|----------|
|        |               |                                                      |                  |                                         |                                  |                   |                                              |                 |                 | Type of<br>Paper Used | Colors  | Type of Paper<br>Used | Colors |         |       |          |
| Lot 13 |               |                                                      |                  |                                         |                                  |                   |                                              |                 |                 |                       |         |                       |        |         |       |          |
| 1      | LAR - English | Developing Reading<br>Power 4th Edition - Kinder     | Kindergarte<br>n | St. Mary's<br>Publishing<br>Corporation | Jerry Vicente S.<br>Catabijan /  | 978-971-013-211-9 | 2024                                         | 8.25"x10.75"    | 162             | Bookpaper<br>#50      | 1 color | Foldcote<br>Cal.12    | Full   | Perfect | piece | 90       |
| 2      | LAR - English | Developing Reading<br>Power 4th Edition - Grade<br>1 | Grade 1          | St. Mary's<br>Publishing<br>Corporation | Clemence U.<br>Abadilla          | 978-971-013-142-6 | 2020                                         | 5.5"x8.25"      | 208             | Bookpaper<br>#50      | 1 color | Foldcote<br>Cal.12    | Full   | Perfect | piece | 90       |
| 3      | LAR - English | Developing Reading<br>Power 4th Edition - Grade<br>2 | Grade 2          | St. Mary's<br>Publishing<br>Corporation | Capili, Condez,<br>Logue, Ferrer | 978-971-013-143-3 | 2020                                         | 5.5"x8.25"      | 213             | Bookpaper<br>#50      | 1 color | Foldcote<br>Cal.12    | Full   | Perfect | piece | 90       |
| 4      | LAR - English | Developing Reading<br>Power 4th Edition - Grade<br>3 | Grade 3          | St. Mary's<br>Publishing<br>Corporation | Capili, Condez,<br>Logue, Ferrer | 978-971-013-184-6 | 2022                                         | 5.5"x8.25"      | 365             | Bookpaper<br>#50      | 1 color | Foldcote<br>Cal.12    | Full   | Perfect | piece | 90       |