



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

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

Date: 11 August 2026
RFQ No.: 2026-08-0011

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 **PRINTING AND DELIVERY OF READING MATERIALS AND LEARNING SPACE FURNITURE FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LOT 2 – REBID** 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.
2. The Approved Budget for the Contract is **One Million Five Hundred Eighty-Nine Thousand Five Hundred Pesos (Php 1,589,500.00)**.
3. 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 August 17, 2026.**

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

4. The schedule of bidding activities are as follows:

ACTIVITIES	SCHEDULE
Advertising / Posting of Request for Quotation / Start of Availability of Request for Quotation	August 12, 2026
Pre-Negotiation Conference (virtual) https://meet.google.com/mox-wtxs-rgz YouTube Live Stream: https://www.youtube.com/@DepEdDavOrProcurement	August 14, 2026 (1:00 PM)
Submission of Quotations and Legal / Technical Documents (in sealed envelope)	August 17, 2026 (8:45 AM)
Opening of Quotations	August 17, 2026 (1:00 PM)

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

CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS	
I. TECHNICAL COMPONENT ENVELOPE	
<u>Class "A" Documents</u>	
<u>Legal Documents</u>	
(a)	Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;
(b)	<i>Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located;</i>
(c)	<i>Tax Clearance</i>
(d)	<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>
<u>Technical Documents</u>	
(e)	Copy of the duly signed Omnibus Sworn Statement (OSS) and if applicable, Copy Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Copy 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.
(f)	Latest Income and Business Tax Returns
<u>Financial Documents</u>	
(g)	The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.
<u>Remarks:</u> _____ : PASS _____ : FAIL	

6. 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.
7. *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.
- (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:

PRINTING AND DELIVERY OF READING MATERIALS AND LEARNING SPACE FURNITURE FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LOT 2 - REBID		
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.		
Terms and Conditions Sala Set for Reading Area 3-seater sofa with ottoman • Comes with quilted pillows • Can be converter to L-shape sofa • Fabric upholstered for comfort and style Product Dimension • 3-seater: 213 x 76 x 76cm • Ottoman: 61 x 61 x 40.5cm Reading Nooks Shelves • Approximately 131 cm (H) × 99.5 cm (W) × 40.5 cm (D) • fabricated marine plywood • 4-layered/slanted shelf configuration • glossy white finish • with wood adhesive and finishing nail assembly • surfaces prepared using #60, #120 and #400 sandpaper • finished with body filler and glazing wood putty		

- coated with acrylic spray paint (300 g matte black and 300 g glossy white)
- smooth, durable, stable and free from sharp edges
- fully assembled and ready for use
- fabricated strictly in accordance with the attached approved dimensional drawing and material specifications.

Packaging and Delivery Requirements

1. Packaging

The winning bidder shall comply with the following packaging requirements:

- The allocated **Reading Nook Shelves** shall be bundled or packed according to the official **LRMS Distribution List**, with each bundle corresponding to a single recipient school to ensure that all components remain complete and are not separated during handling and transport.
- All shelf components shall be securely wrapped using **heavy-duty stretch film** or equivalent protective packaging to prevent scratching, chipping, moisture exposure, or other forms of damage during storage and transit.
- Each piece comprising the **thirteen (13) Sala Sets for the Reading Area** shall be individually padded and securely wrapped using protective plastic, bubble wrap, or an equivalent cushioning material to safeguard the upholstery and frame during transport.
- Every package or bundle shall be clearly labeled with the following information:
 - Name of the Recipient School:
 - Assigned District; and
 - Designated Drop-off Point.

2. Delivery

The winning bidder shall comply with the following delivery requirements:

- All items shall **undergo inspection and verification by the Division Inspectorate Team, the Supply Office Representative, and the Commission on Audit (COA) Representative** prior to delivery to the designated drop-off points.
- The inspection and verification process shall be based strictly on the official **Distribution List** issued by the **Division Learning Resources Management Section (LRMS)** to ensure the correctness of the quantity, specifications, and school allocation.
- Upon successful inspection and acceptance, the winning bidder shall deliver the goods to their respective designated drop-off points in accordance with the approved LRMS Distribution List.
- The winning bidder shall ensure that all items are delivered complete, in good condition, and within the prescribed delivery period specified in the contract.

PRINTING AND DELIVERY OF READING MATERIALS AND LEARNING SPACE FURNITURE FOR KEY STAGE 1 (KINDERGARTEN TO GRADE 3) LOT 2 – REBID

Approved Budget of the Contract	Description and Quantity	Total Offered Quotation (Inclusive of VAT)
One Million Five Hundred Eighty-Nine Thousand Five Hundred Pesos (Php 1,589,500.00).	(Please see attached technical specification)	In Words: In Figures:

Name and Signature of Authorized Representative

DISTRIBUTION LIST AND DELIVERY POINTS

SALA SET

No.	Drop-Off Point (District)	Recipient School	Quantity
1	Cateel II	Alegria Integrated School	1
2	Cateel II	San Lorenzo Integrated School	1
3	Cateel II	Spur 2 Integrated School	1
4	Cateel II	Paglusngan Integrated School	1
5	Baganga South	Panjungan Elementary School	1
6	Manay	Masanguid Elementary School	1
7	Manay	Pagsayawan Elementary School	1
8	Caraga North	Kapaypayan Elementary School	1
9	Caraga North	Lucatan Integrated School	1
10	Banaybanay	T. Patricio Elementary School	1
11	Tarragona	Kamoning Elementary School	1
12	Manay	P. Mandaguio Elementary School	1
13	Lupon East	Tiombocan Elementary School	1
Total			13

DISTRIBUTION LIST AND DELIVERY POINTS

READING NOOKS

No.	Delivery Drop Off Point (District)	Number of Reading Nooks			
		Kindergarten	Grade 1	Grade 2	Total
1	Baganga North	16	16	16	48
2	Baganga South	21	21	21	63
3	Banaybanay	18	18	18	54
4	Boston	12	12	12	36
5	Caraga North	27	27	27	81
6	Caraga South	17	17	17	51
7	Cateel 1	8	8	8	24
8	Cateel 2	21	21	21	63
9	Gov. Generoso North	10	10	10	30
10	Gov. Generoso South	12	12	12	36
11	Lupon East	19	19	19	57
12	Lupon West	16	16	16	48
13	Manay North	21	21	21	63
14	Manay South	19	19	19	57
15	San Isidro North	11	11	11	33
16	San Isidro South	11	11	11	33
17	Tarragona	20	20	21	61
18	Division LRMS Office	1	2	2	5
TOTAL		280	281	282	843