



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF AURORA

REQUEST FOR QUOTATION
PROCUREMENT OF OFFICE SUPPLIES AND MATERIALS FOR SBFP USE

RFQ NO. 2025-10-384

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "B" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Unit	Quantity	Item/Description	APPROVED BUDGET FOR THE CONTRACT
		Supply and delivery of Other Supply and Material Expenses	1,484,125.00
reams	445	Bond paper 8 1/4" x 11 3/4", 70gsm, subs.20	
bottle	45	ink (BT5000BK) (genuine)	
bottle	40	ink (BT5000C) (genuine)	
bottle	40	ink (BT5000Y) (genuine)	
bottle	40	ink (BT5000M) (genuine)	
bottle	60	ink 003	
reams	275	Bond paper 8 1/2" x 13", 70gsm, subs.20	
box	160	Staple wire (No.35, 26/6)	
pieces	899	Plastic Clearbook long (color:green, size:9.25" x 0.625" x 13.75", Pattern:Plain, Material: Polypropylene)	
pieces	4,000	Food Tray (Height: 10.78 inch,width: 6.9 inch Plastic Tray color: assorted color)	
box	55	Gelpen (color: Black, Blue, thicker: 0.5)	
pieces	155	Outlet Tower Extension Cord (Cord length 1.8 meters Outlets: 4 universal, 2 USB TYPE A, 1 USB TYPE C) series 31100	
box	160	Ballpen (color: Black, Blue, thicker: 0.5)	
box	137	Stapler Big No. 35 with Remover	
pieces	300	Folder White A4	
pieces	300	Folder White Long	
pieces	150	Scissor Big (260mm x 2.5mm)	
pieces	22	Transparent Tape (100 meter)	
pieces	24	Transparent Tape (200 meter)	
pieces	52	Plastic Expanding envelope long Color: green	
pieces	1,400	Storage box plastic with cover and tyre (transparent body color, size: 30Liters)	
box	5	Signpen (color: black,blue thicker: 0.5)	
pieces	10	Pull out Extractor Durable Staple Remover (Size: 1.8 * 6.2*12.2 cm, material:metal)	

pieces	3	Continous- All in One ink document printers with ADF Technical Specs Functions: Print, Scan, Copy Printer Type: Inkjet Printer, Print Speed: 17 (Mono) / 16.5 (Col) ipm, FPOT: 6 (Mono) / 6.5 (Col) seconds, Paper Size : A4,Letter, Execute, A5, A6, Photo 4"x6", Indexcard 5"x8", Photo 5"x7", C5 Envelope, Com-10, DL Envelope, Monarch, Photo-3.5"x5", Maximum Paper Capacity: 150 sheets (80 gsm, plain paper), Resolution: Up to 1,200x 6,000 dpi, Printing Width: 204mm (with border), 2 sided- Paper Size: PC Print: A4/ Letter/ Exective/ A5, with Automatic Document Feeder, Copy: A4/A5/Letter, Copy Width: A4: 204 mm; Letter: 210 mm, Multiple Copies: Up to 99 pages, Scanning Width- Scanner Glass: Up to 213.9 mm, Scanning Lenght- Scanner Glass: Up to 295 mm, USB: Hi-Speed USB 2.0, Wireless LAN: IEEE 802.11b/g/n (Insfractructure); IEEE 802.11 g/n (Wi-fi Direct), Wireless Network Security: SSID (32 characters), WEP 64/128 bit, WPA-PSK(TKIP/AES), WPA2-PSK(TKIP/AES), Inclusive of 1 year warranty for parts and labor and after sales support	
		nothing follows	
		TOTAL	1,484,125.00

* The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.




Deadline for submission and receipt of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not be later than **November 11, 2025 - 12noon.**

- Mayor’s Permit for 2025
- PhilGEPS Registration Number (Organization ID or screenshot from PhilGEPS Website);
- Brochure or Technical Data Sheet, if applicable;
- Annual Income Tax Return CY 2024 or Latest Business Tax Return (from April to September; filed through the Electronic Filing and Payment System (EFPS));
- Omnibus Sworn Statement;
- Compliance with the Schedule of Requirements (Annex “A”);
- The Price Quotation Form (Annex “B”);

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required may be sent electronically through procurement.depedaurora@deped.gov.ph **Electronically prepared and/or hard copies of the proposals and documents must be submitted through the SDO Records Section on or before the deadline of submission as stated in this RFQ.**

Late submission of quotations shall not be accepted and considered.



ERLEO T. VILLAROS PhD
Chairperson, Bids and Awards

Note: Please indicate statement of compliance of the Technical Specifications Form by clearly indicating “COMPLY”

Address: So. Hiwalayan, Brgy. Bacong, San Luis, Aurora

Contact No.: (042) 724-9190

Email Address: aurora@deped.gov.ph

Official Website: www.deped-aurora.com

“SDO Aurora: Beaconing the Horizon”



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF AURORA

SCHEDULE OF REQUIREMENTS

Unit	Quantity	Item/Description	Delivery Period
		Supply and delivery of Other Supply and Material Expenses	Before November 28, 2025
reams	445	Bond paper 8 1/4" x 11 3/4", 70gsm, subs.20	
bottle	45	ink (BT5000BK) (genuine)	
bottle	40	ink (BT5000C) (genuine)	
bottle	40	ink (BT5000Y) (genuine)	
bottle	40	ink (BT5000M) (genuine)	
bottle	60	ink 003	
reams	275	Bond paper 8 1/2" x 13", 70gsm, subs.20	
box	160	Staple wire (No.35, 26/6)	
pieces	899	Plastic Clearbook long (color:green, size:9.25" x 0.625" x 13.75", Pattern:Plain, Material: Polypropylene)	
pieces	4000	Food Tray (Height: 10.78 inch,width: 6.9 inch Plastic Tray color: assorted color)	
box	55	Gelpen (color: Black, Blue, thicker: 0.5)	
pieces	155	Outlet Tower Extension Cord (Cord length 1.8 meters Outlets: 4 universal, 2 USB TYPE A, 1 USB TYPE C) series 31100	
box	160	Ballpen (color: Black, Blue, thicker: 0.5)	
box	137	Stapler Big No. 35 with Remover	
pieces	300	Folder White A4	
pieces	300	Folder White Long	
pieces	150	Scissor Big (260mm x 2.5mm)	
pieces	22	Transparent Tape (100 meter)	
pieces	24	Transparent Tape (200 meter)	
pieces	52	Plastic Expanding envelope long Color: green	
pieces	1400	Storage box plastic with cover and tyre (transparent body color, size: 30Liters)	

box	5	Signpen (color: black,blue thicker: 0.5)	
pieces	10	Pull out Extractor Durable Staple Remover (Size: 1.8 * 6.2*12.2 cm, material:metal)	
pieces	3	Continous- All in One ink document printers with ADF Technical Specs Functions: Print, Scan, Copy Printer Type: Inkjet Printer, Print Speed: 17 (Mono) / 16.5 (Col) ipm, FPOT: 6 (Mono) / 6.5 (Col) seconds, Paper Size : A4,Letter, Execute, A5, A6, Photo 4"x6", Indexcard 5"x8", Photo 5"x7", C5 Envelope, Com-10, DL Envelope, Monarch, Photo-3.5"x5", Maximum Paper Capacity: 150 sheets (80 gsm, plain paper), Resolution: Up to 1,200x 6,000 dpi, Printing Width: 204mm (with border), 2 sided- Paper Size: PC Print: A4/ Letter/ Exective/ A5, with Automatic Document Feeder, Copy: A4/A5/Letter, Copy Width: A4: 204 mm; Letter: 210 mm, Multiple Copies: Up to 99 pages, Scanning Width- Scanner Glass: Up to 213.9 mm, Scanning Lenght- Scanner Glass: Up to 295 mm, USB: Hi-Speed USB 2.0, Wireless LAN: IEEE 802.11b/g/n (Insfractructure); IEEE 802.11 g/n (Wi-fi Direct), Wireless Network Security: SSID (32 characters), WEP 64/128 bit, WPA-PSK(TKIP/AES), WPA2-PSK(TKIP/AES), Inclusive of 1 year warranty for parts and labor and after sales support	
		nothing follows	

Project Site:

Training Venue/Schools Division Office
Brgy. Bacong, San Luis, Aurora

Contact person:

ALPHA JOY T. RAZON
Head, BAC Secretariat
procurement.depedaurora@deped.gov.ph
0939-9233-396

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company	Signature over Printed Name of Authorized Representative	Date
<div><div></div><div><div>Address: So. Hiwalayan, Brgy. Bacong, San Luis, Aurora</div><div>Contact No.: (042) 724-9190</div><div>Email Address: aurora@deped.gov.ph</div><div>Official Website: www.deped-aurora.com</div></div><div><div>“SDO Aurora: Beaconing the Horizon”</div></div></div>		



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Price Quotation Form

Date:
RFQ. NO. 2025-10-384

The Chairperson, Bids and Awards Committee
Schools Division Office
Brgy. Bacong
San Luis, Aurora

Sir/Madam:
Having examined the Request for **Quotation No. 2025-10-384 which includes the Technical Specifications and Delivery Schedule**, the receipt of which is hereby duly acknowledged, the undersigned offers to_____ in conformity with the said Request for Quotation for the sums stated hereunder:

Unit	Quantity	Item/Description	Unit Price	Total Price
		Supply and delivery of Other Supply and Material Expenses		
reams	445	Bond paper 8 1/4" x 11 3/4", 70gsm, subs.20		
bottle	45	ink (BT5000BK) (genuine)		
bottle	40	ink (BT5000C) (genuine)		
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		nothing follows		

TOTAL PRICE IN WORDS: _____

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specification and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

However, we understand that you are not bound to accept the lowest or any Quotation you may receive.

Dated this _____.

Name / Signature/ Designation / Capacity

Duly authorized to sign Quotation for and on behalf of:

Company / Address / Contact No



Address: So. Hiwalayan, Brgy. Bacong, San Luis, Aurora
Contact No.: (042) 724-9190
Email Address: aurora@deped.gov.ph
Official Website: www.deped-aurora.com

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TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date 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 (ABC) shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. 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.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications. Delivery shall be made only during regular office days from 8:00AM to 4:00 PM except for training conducted during during saturdays and sundays.
9. 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 contractor thru Modified Disbursement System (MDS) Checks from Landbank of the Philippines.
10. 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 Schools Division of Aurora shall rescind 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.
11. For procurement with ABC of less than Php50,000.00, only the **winning** bidder/supplier will receive a notification for the said procurement thru the email address or mobile phone number provided in this canvass form. For ABC of Php50,000.00 or more, **all** bidders/suppliers will receive notification as to the status of their quotation. Notifications will be done by the procuring entity **within five (5) working days** after the opening of bids/sealed quotations.



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