



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

**REQUEST FOR QUOTATION**

**PROVISION OF GIFT CERTIFICATES FOR DEPED NEU HANDOG PASASALAMAT**

**RFQ NO. 2025-11-429**

**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
pax	140	Gift Certificated	1,120,000.00
		Denominations: Php 1,000.00 Php 500.00 Php 100.00	
		Validity: 1 year	
		Flexibility: Acceptable to at least 5 merchandise/store	
		***nothing follows***	
		TOTAL	1,120,000.00

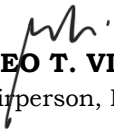
*\* The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.*

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 **December 08, 2025.**

- 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](mailto: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](mailto:aurora@deped.gov.ph)  
**Official Website:** [www.deped-aurora.com](http://www.deped-aurora.com)



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**SCHEDULE OF REQUIREMENTS**

Unit	Quantity	Item/Description	Delivery Period
pax	140	Gift Certificated	within 15 days upon the receipt of the Notice to Proceed
		Denominations: Php 1,000.00 Php 500.00 Php 100.00	
		Validity: 1 year	
		Flexibility: Acceptable to at least 5 merchandise/store	

Project Site:

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

Contact person:

ALPHA JOY T. RAZON  
Head, BAC Secretariat  
procurement.depeditaurora@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

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”*



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*Price Quotation Form*

Date:  
RFQ. NO. 2025-11-429

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

Sir/Madam:  
Having examined the Request for **Quotation No. 2025-11-429 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
pax	140	Gift Certificated		
		Denominations: Php 1,000.00 Php 500.00 Php 100.00		
		Validity: 1 year		
		Flexibility: Acceptable to at least 5 merchandise/store		

**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

*“SDO Aurora: Beaconing the*



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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.



Address: So. Hiwalayan, Brgy. Bacong, San Luis,  
Aurora  
Contact No.: (042) 724-9190  
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Official Website: [www.deped-aurora.com](http://www.deped-aurora.com)

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