



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

BIDS AND AWARDS COMMITTEE
Request for Quotation

Date: June 11, 2026

Deadline: June 15, 2026

RFQ No.: 2026-06-051

MOP: Small Value Procurement

ABC: ₱ 1,317,900.00

To all Eligible Suppliers/Bidders:

Please quote your lowest price appraisal inclusive of VAT (if applicable) on all/each items stated herein for the **Procurement Printing and Delivery of Reading Materials for Key Stage 1 (OSEC-CAR-26-02443)**, subject to the Terms and Conditions of this RFQ. **Submit your quotation signed by your duly authorized representative not later than 09:00 a.m. on the set deadline at the Schools Division Office of Tabuk City, Purok 2, Bulanao Norte, Tabuk City, Kalinga or send the soft copy of the requirements to tabukcity.bac@deped.gov.ph**

The opening of quotation shall be on the given deadline at 09:15 at the Schools Division Office, Purok 2, Bulanao Norte,


GINADINE L. BALAGSO

BAC Chairperson

General Terms and Conditions

- 1 Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave anything blank, put "N/A" if "Not Available".
- 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 In case of two or more bidders are determined to have submitted the Lowest calculated Quotation/Lowest Calculated and Responsive Quotation, SDO Tabuk City shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPBB Circular 06-2005.
- 6 Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 7 The supplier/bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation
- 8 The item/s shall be delivered according to the accepted offer of the bidder. Item/s delivered shall be inspected on the scheduled date and time of the proponent. The delivery of the item/s shall be acknowledged upon he delivery to confirm the compliance with the technical specifications.
- 9 Payment shall be made after delivery and upon submission of the required supporting documents, by the supplier, contractor or consultant. Our Government Servicing Bank (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 hours, upon receipt of our advice. Please not that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
- 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 Head of the Procuring Entity (HOPE) may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract, without prejudice to other courses of action and remedies open to it.
- 11 The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under New Government Procurement Act RA No. 12009.

Specific Terms and Conditions

- 1 Supplier's bid must not be greater than the Approved Budget of Contract (ABC) per item.
- 2 Supplier must serve/deliver after delivery of Purchase Request

3 Supplier shall submit the RFQ together with the following: (a) PhilGEPS Registration Certificate, (b) Valid Mayor's Permit and (c) Omnibus Sworn Statement

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for each item as follows:

Item No.	Item Description	Unit	Quantity	Unit Price	Total
	Procurement and Delivery of Reading Materials for Key Stage 1 (OSEC-CAR-26-02443)				
	<i>For Kindergarten</i>				
1	MY JUMBO LEARNING WORKBOOK Total number of pages - 84; Book Size: - 8.50" x 11.00" Paper Requirement: Cover - C2S #180lbs or foldcote cal. 12 solid waste, with one side UV lamination Inside Pages - C2S #70 Colors : Cover- 4/4 color with one side UV lamination; Inside Pages - 4/4 color Binding: Saddle - Stitched	pcs	2,000		
2	KULAY Total number of pages-28; Book Size: 8.27" x 11.69 Paper Requirement: Cover -- C2S #180lbs or foldcote cal. 12 solid waste, with one side UV lamination Inside Pages - C2S #100 Colors : Cover- 4/4 color with one side UV lamination; Inside Pages - 4/4 color Binding: Saddle - Stitched	Unit	2,000		
3	<i>For Grade 1</i>	Unit			
4	MUNTING PATAK-ULAN Total number of pages-36; Book Size: 8.27" x 11.69 Paper Requirement: Cover -- C2S #180lbs or foldcote cal. 12 solid waste, with one side UV lamination Inside Pages - C2S #100 Colors : Cover- 4/4 color with one side UV lamination; Inside Pages - 4/4 color Binding: Saddle - Stitched	dozen	2,000		
5	SI PUTOT Total number of pages-36; Book Size: 8.27" x 11.69 Paper Requirement: Cover -- C2S #180lbs or foldcote cal. 12 solid waste, with one side UV lamination Inside Pages - C2S #100 Colors : Cover- 4/4 color with one side UV lamination; Inside Pages - 4/4 color Binding: Saddle - Stitched	dozen	2,000		
6	<i>For Grade 2</i>	dozen			
7	ANO KAYA AKO PAGLAKI Total number of pages-24; Book Size: 8.27" x 11.69 Paper Requirement: Cover -- C2S #180lbs or foldcote cal. 12 solid waste, with one side UV lamination Inside Pages - C2S #100 Colors : Cover- 4/4 color with one side UV lamination; Inside Pages - 4/4 color Binding: Saddle - Stitched	dozen	2,000		

8	MESSAGE IN THE SAND Total number of pages-64; Book Size: 8.27" x 11.69 Paper Requirement: Cover -- C2S #180lbs or foldcote cal. 12 solid waste, with one side UV lamination Inside Pages - C2S #100 Colors : Cover- 4/4 color with one side UV lamination; Inside Pages - 4/4 color Binding: Saddle - Stitched	pcs	2,000		
9	<i>For Grade 3</i>	pcs			
10	ANG BAYANG MAAKSAYA SA TUBIG Total number of pages-32; Book Size: 8.27" x 11.69 Paper Requirement: Cover -- C2S #180lbs or foldcote cal. 12 solid waste, with one side UV lamination Inside Pages - C2S #100 Colors : Cover- 4/4 color with one side UV lamination; Inside Pages - 4/4 color Binding: Saddle - Stitched	pcs	2,000		
11	ANG MASISIPAG NA LANGGAM Total number of pages-20; Book Size: 8.27" x 11.69 Paper Requirement: Cover -- C2S #180lbs or foldcote cal. 12 solid waste, with one side UV lamination Inside Pages - C2S #100 Colors : Cover- 4/4 color with one side UV lamination; Inside Pages - 4/4 color Binding: Saddle - Stitched	pcs	2,000		
	Other Requirements				
	- packed by 10 pieces in each book				
	- Sorted according to the number of schools in the 10 districts (please see attached)				
	Dropping point- SDO Tabuk City				
		Total Amount			

Business/Company Name: _____

PhilGEPS Registration Number (Required): _____

Printed Name and Signature of Dealer/Authorized Representative: _____

Business Address: _____

Contact Number: _____

Email Address: _____