



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: September 01, 2026

Deadline: September 04, 2026

RFQ No.: 26-09-106

MOP: Small Value Procurement

ABC: ₱415,640.00

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 of Semi-Expendable Equipment for Academic Recovery and Accessible Learning (ARAL) Program Teaching and Learning Resources**, 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, Tabuk City. For more information, please email tabukcity.bac@deped.gov.ph or call the BAC Secretariat through 09366455322.


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 No Price quotation/s or offer for items shall exceed Fifty Thousand Pesos (P50,000.00) and 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 the 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 note 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 for ABC Aboved P50,000.00

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 of Semi-Expendable Equipment for Academic Recovery and Accessible Learning (ARAL) Program Teaching and Learning Resources				
1	Scanner (Portable Single-Sheet-Fed Receipt and Document Scanner for Computers Including PC and Mac, USB Powered)	unit	3		
2	EOS R50 Mirrorless Camera with RF-S 18-45mm f/4.5-6.3 IS STM	unit	1		
3	Laptop, Intel Core i5, 8GB RAM, 512GB SSD, 14", lightweight, with laptop bag, laptop charger, 12th Gen.	unit	2		
4	Printer (3-in-1 Print-copy-scan, Continuous Ink Supply System with 2 sets printer ink (CYMB))	unit	12		
5	Sign pen (0.4, mixed black and blue, Ballpoint, 12 pcs per box)	box	3		
6	Storage box, transparent, 10L capacity, with cover	piece	18		
7	BATTERY, Rechargeable, 1.2V, 2,000 mAh capacity, size AA, with charger 4 slots, battery-4pcs	set	4		
8	Extension Cord Set with Magnet & Switch- 5 Gang- 5 Meter Wire- WEM-050	piece	2		
9	RISO MASTER -FILS8189UA	roll	10		
10	RISO INK-FILS8189UA	tube	11		
	ABC		415,640.00		

Business/Company Name: _____

PhilGEPS Registration Number (Required): _____

Printed Name and Signature of Dealer/Authorized Representative: _____

Business Address: _____

Contact Number: _____

Email Address: _____