



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS Division OFFICE – Valenzuela

REQUEST FOR QUOTATION

Date:	June 18, 2026
RFQ No.	SDO-VAL-SVP-2026-06-0113

Name of Project	Provision of Supplies and Materials for ALS Implementers
Brief Description	Supplies and Materials
Location	SDO Valenzuela City
Reference Number	P.R. NO. CID-2026-06-0040
Approved Budget for the Contract (ABC)	Php96,200.00
Source of Fund	Sub-Aro No. RO-NCR-26-00283
Contract Duration:	10CDs

To: All Eligible Suppliers:

The **Department of Education-SDO Valenzuela City** through **Bids and Awards Committee (BAC)** and its Secretariat intends to procure the **Provision of Supplies and Materials for ALS Implementers** through **Small Value Procurement** of the Implementing Rules and Regulations of Republic Act No. 12009. The quotation above the Approved Budget of the Contract (ABC) shall be automatically disqualified.

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)**. Quotations may be **submitted manually in a sealed envelope quotation duly signed by you or your duly authorized representative or via email (bac.sdoval@deped.gov.ph)** on or before **June 23, 2026 - 8:00am-5:00Pm** to **SDO Valenzuela Records Section**.

Please quote your best offer for the items/s described herein addressed to:

ERNEST JOSEPH C. CABRERA
Chairperson, Bids and Awards Committee
DepEd-SDO Valenzuela, Pio Valenzuela St., Marulas, Valenzuela City
Tel. No. 8277-3439 local 118 or 34454757
Email: bac.sdoval@deped.gov.ph

Pursuant to Appendix A "Documentary Requirement for the Methods of Procurement of Annex "H" of revised IRR of RA No. 12009, **the following documents are required to be submitted along with your proposal on the above set deadline.**

1. Copy of Valid/Latest Mayor's/Business Permit
2. Copy of valid SEC/DTI
3. Copy of valid PhilGEPS Registration Number/Organization ID No./PhilGEPS Registration (Platinum Membership.)
4. Copy of updated/valid BIR/COR (Certificate of Registration-Line of Business)
5. Notarized Omnibus Sworn Statement
6. Accomplished prescribed RFQ Form.

For clarifications, you may contact the BAC Secretariat through email address bac.sdoval@deped.gov.ph, or at telephone number 8277-3439 local 118.


ERNEST JOSEPH C. CABRERA
 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 deadline extension.

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 physically in a sealed envelope/quotation duly signed by you or you duly authorized representative or through electronic mail at bac.sdoval@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) The bidder shall provide correct and accurate information 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) 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 item/s shall be delivered according to the accepted offer of the bidder.
- 8) Item/s delivered shall be inspected on the scheduled date and time of the SDO-Valenzuela.
- 9) Payment shall be made after delivery and upon the submission of the required supporting documents, i.e., Billing statement, Delivery Receipt, Sales Invoice.
- 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.
- 11) The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
- 12) 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:

Procurement Project/Activity	Approved Budget of the Contract (ABC)	Compliance		Remarks
		Yes	No	
Provision of Supplies and Materials for ALS Implementers	Php96,200.00			

No.	Item/Description/Specifications	Offered Technical Specifications	Statement of Compliance ("Comply" or "Not Comply")
1	Typewriting Paper/Bond Paper (A4, 80 GSM)		
2	Sign Pen		
3	Paper Shredder		
4	Printer (Single Function), Ecotank		
5	Ink for the Printer (Black, Yellow, Cyan, Magenta)		
6	Printer (5 in 1 Function)		
7	Ink for the Printer		

BIDDER/SUPPLIER'S QUOTATION OFFERED (inclusive of VAT)

Item Lot No.	Item/Description/Technical Specification	QTY	Unit of Meas.	Approved Budget for the Contract		Unit Price	Total Price in Pesos
				Unit Price	Total Amount		
	Provision of Supplies and Materials for ALS Implementers	1	Lot				
1	Typewriting Paper/Bond Paper (A4, 80 GSM)	81	Ream	365.00	29,565.00		
2	Sign Pen	81	Pcs.	30.00	2,430.00		
3	Paper Shredder	1	Unit	6,000.00	6,000.00		
4	Printer (Single Function), Ecotank	5	Unit	7,000.00	35,000.00		
5	Ink for the Printer, (Black, Yellow, Cyan, Magenta)	5	Set	1,200.00	6,000.00		
6	Printer (5 in 1 Function)	1	Unit	15,605.00	15,605.00		
7	Ink for the Printer, (Black, Yellow, Cyan, Magenta)	1	Set	1,600.00	1,600.00		
Total Amount (ABC)					96,200.00		
TOTAL BID/QUOTATION AMOUNT OFFERED							

Company/Business Name: _____
 Address: _____
 Contact Person: _____
 Contact Number: _____ Email Add: _____
 TIN No. _____

Signature over Printed Name _____
 Designation: _____
 Date: _____



ECOTANK L121 A4 INK TANK PRINTER

- Print speed of up to 9.0 ipm (black) and 4.8 ipm (colour)
- Ultra-high page yield of 4,500 pages (black) and 7,500 pages (colour)
- 2-year warranty or 20,000 pages, whichever comes first
- Powered by Epson Heat-Free Technology
- Printing Technology: Piezoelectric Printhead
- Print Speed, A4 Simplex (Black/Colour): Up to 9.0 ipm / 4.8 ipm*1
- Maximum Print Resolution: 720 x 720 dpi
- Minimum Ink Droplet Size: 3.0 pl
- Paper Hold Capacity, Input Capacity: Up to 50 sheets of Plain Paper (75g/m2)
- Maximum Paper Size: 8.5 x 44"
- Paper Sizes: A4, Letter, Legal (8.5 x 14")
- Printer Interface: USB 2.0



DCP-T730DW INK TANK PRINTER

- Functions: Print, Scan, Copy
- Paper size: A4, LTR, LGL, Folio, EXE, A5, A6, Photo 4x6", indexcard 5x8", Photo 5x7", C5 Envelope, Monarch, Photo-l 3.5x5", Mexico Legal, India Legal
- Print Resolution: Up to 1,200 x 6,000 dpi (Windows) / up to 1,200 x 3,600 dpi (Mac)
- Print Speed: Up to 27.0 ppm (mono) and 11.0 ppm (colour)
- FPOT: Up to 6.2 sec. (mono) / 9.6 sec. (colour)
- Maximum Paper Capacity: 150 sheets (80 gsm, plain paper)
- Copy: Colored & Monochrome
- User Friendly LCD panel
- Duplex function
- Convenient automatic document feeder
- Connectivity: Hi-SpeedUSB2.0, IEEE 802.11a/b/g/n (Infrastructure Mode), IEEE 802.11a/g/n (Wi-Fi Direct), Wi-Fi Direct

Supported OS:

Windows 10, Windows 11, Windows Sever 2016, Windows Server 2019, Windows Server 2022, Mac OS v12, Mac OS v13, Mac OS v14



15L Auto-Feed Paper Shredder Machine A4 Heavy Duty 8 Sheets 10 Minutes Black ET023