



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

REQUEST FOR QUOTATION

Date:	June 25, 2026
RFQ No.	SDO-VAL-SVP-2026-06-0118

Name of Project	Procurement of supplies/materials for the conduct of Saving a Life, One Conversation at a Time: A Suicide Awareness and Prevention Training
Brief Description	Supplies and Materials
Location	SDO Valenzuela City
Reference Number	P.R. NO. SGOD-2026-06-0080
Approved Budget for the Contract (ABC)	Php49,350.00
Source of Fund	HRTD FUND
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 **Procurement of supplies/materials for the conduct of Saving a Life, One Conversation at a Time: A Suicide Awareness and Prevention Training** 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 30, 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

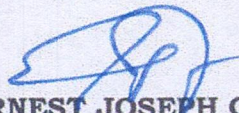


Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>



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	
Procurement of supplies/materials for the conduct of Saving a Life, One Conversation at a Time: A Suicide Awareness and Prevention Training	Php49,350.00			

No.	Item/Description/Specifications	Offered Technical Specifications	Statement of Compliance ("Comply" or "Not Comply")
1	Black ballpen, 0.5 mm, ballpoint pen		
2	Filler notebook		
3	16 gang Universal Tower, Heavy duty 1.83 m extension cord		
4	Black Twin Permanent Marker (1.0mm and 0.4 mm)		
5	Extension Wheel cord 10 meters, heavy duty, universal outlet		
6	Assorted Colors of Cartolina (20s)		
7	Pastel/Neon colored paper		
8	A4 Bond Paper 80 gsm		
9	Certificate Paper 100 gsm		
10	ID case with lace Transparent A2 size		
11	Certificate Holder A4 size		
12	Post it Sticky notes (colored) 400 sheets 76 mm x 76 mm		
13	10,000 mah portable waist fan- 5 speed strong wind portable personal body fan rechargeable with power bank and light		
14	Solid storage box 36 liters with wheels with built in padlock hole		
15	Wireless pair microphone system, heavy duty 100+ meter effective distance, rechargeable type C, plug and play		
16	Wireless HDMI Transmitter and Receiver 1080P, plug and play, heavy duty, 50 meters distance		
17	Wireless Presenter Red Laser Pointer PPT USB Heavy Duty compatible with Windows and Mac		
18	Wireless Bluetooth audio receiver transmitter wireless transceiver 3.5mm AUX Adapter 10 m signal range, heavy duty		
19	Heavy duty portable external hard drive, 1TB		

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		
	Procurement of supplies/materials for the conduct of Saving a Life, One Conversation at a Time: A Suicide Awareness and Prevention Training	1	Lot				
1	Black ball pen, 0.5 mm, ballpoint pen	100	Pcs.	10.00	1,000.00		
2	Filler notebook	100	Pcs.	8.00	800.00		
3	16 gang Universal Tower, Heavy duty 1.83 m extension cord	6	Pcs.	2,000.00	12,000.00		
4	Black Twin Permanent Marker (1.0mm and 0.4 mm)	20	Pcs.	50.00	1,000.00		
5	Extension Wheel cord 10 meters, heavy duty, universal outlet	2	Pcs.	2,500.00	5,000.00		
6	Assorted Colors of Cartolina (20s)	2	pack	250.00	500.00		
7	Pastel/Neon colored paper	1	ream	450.00	450.00		
8	A4 Bond Paper 80 gsm.	2	ream	400.00	800.00		
9	Certificate Paper 100 gsm.	1	ream	690.00	690.00		
10	ID case with lace Transparent A2 size	100	pc	35.00	3,500.00		
11	Certificate Holder A4 size	4	pc	60.00	240.00		
12	Post it Sticky notes (colored) 400 sheets 76 mm x 76 mm	1	pack	360.00	360.00		
13	10,000 mah portable waist fan- 5 speed strong wind portable personal body fan rechargeable with power bank and light	4	pc	1,000.00	4,000.00		
14	Solid storage box 36 liters with wheels with built in padlock hole	6	pc	500.00	3,000.00		
15	Wireless pair microphone system, heavy duty 100+ meter effective distance, rechargeable type C, plug and play	2	box	3,500.00	7,000.00		
16	Wireless HDMI Transmitter and Receiver 1080P, plug and play, heavy duty, 50 meters distance	1	unit	3,500.00	3,500.00		
17	Wireless Presenter Red Laser Pointer PPT USB Heavy Duty compatible with Windows and Mac	1	unit	1,160.00	1,160.00		

18	Wireless Bluetooth audio receiver transmitter wireless transceiver 3.5mm AUX Adapter 10 m signal range, heavy duty	1	unit	350.00	350.00		
19	Heavy duty portable external hard drive, 1TB	1	unit	4,000.00	4,000.00		
Total Amount (ABC)					49,350.00		
TOTAL BID/QUOTATION AMOUNT OFFERED							

Company/Business Name: _____

Address: _____

Contact Person: _____

Contact Number: _____ Email Add: _____

TIN No. _____

Signature over Printed Name

Designation: _____

Date: _____