



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

REQUEST FOR QUOTATION

Date:	March 26, 2026
RFQ No.	SDO-VAL-SVP-2026-03-0084

Name of Project	Cleaning, Repair and labor of Aircondition Units at SDO Valenzuela, OSDS, SGOD, and CID
Brief Description	Cleaning, Repair and labor of Aircondition Units
Location	SDO-Valenzuela City
Reference Number	OSDS-2026-03-0058
Approved Budget for the Contract (ABC)	Php40,700.00
Source of Fund	Division MOOE Fund 2026
Contract Duration:	7 Calendar Days

To: All Eligible Suppliers:

The **Department of Education-SDO Valenzuela City** through **Bids and Awards Committee (BAC)** and its Secretariat, intends to procure the **Cleaning, Repair and labor of Aircondition Units at SDO Valenzuela, OSDS, SGOD, and CID** through **Section 53.9 (Negotiated Procurement-Small Value Procurement)** of the Implementing Rules and Regulations of Republic Act No. 12009. 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 the 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 you duly authorized representative or via email (bac.sdoval@deped.gov.ph)** on or before **March 31, 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 Alternative Methods of Procurement of Annex "H" of revised IRR of RA No. 9184, the **following documents are required to be submitted along with your proposal on the above set deadline** or before the issuance of a Notice of Award.

1. **Copy of Valid/Latest Mayor's/Business Permit**
2. **Copy of valid SEC/DTI/CDA Registration**



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>



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 RFQ

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.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below. 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. 9184 and its 2016 revised 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.
- 13) Delivery Period: within 10 calendar days upon receipt of NTP
- 14) Terms of Delivery: Complete works
- 15) Mode of Payment: Cheque (Land Bank of the Philippines)

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

Project: Repair and labor of Aircondition Units at SDO Valenzuela, OSDS, SGOD, and CID

Approved Budget for the Contract (ABC): Php40,700.00

Amount in words: Forty-Nine Thousand Seven Hundred Pesos Only

Please quote your best offer for the item/s below. Please do not leave any blank items. Indicate "0" if item being offered is for free.

Item / Lot No.	Item/Description/Technical Specifications	QTY .	Unit of Meas.	Approved Budget for the Contract		Unit Price	Total Offered Quotation (Inclusive of VAT)
				Unit Price	Total Amount		
	Cleaning, Repair and labor of aircondition units at SDO Valenzuela, OSDS, SGOD, and CID	1	lot				
	SGOD Building						
1	Aircondtion Unit, 3 Toner	1	unit	2,800.00	2,800.00		
2	Aircondtion Unit, 2HP, Window Type	2	unit	850.00	1,700.00		
3	Aircondtion Unit, 3HP, Split Type	2	unit	1,700.00	3,400.00		
	SGOD 2nd Floor						
4	Aircondition Unit, Split Type	1	unit	1,700.00	1,700.00		
5	Aircondition Unit, 3 Toner	1	unit	2,800.00	2,800.00		
6	Aircondition Unit, Window Type	1	unit	850.00	850.00		
	CID Office (PSDS)						
7	Aircondition Unit, 2HP, Window Type	2	unit	850.00	1,700.00		
8	Aircondition Unit, 1HP, Window Type	1	unit	850.00	850.00		
	Records Office						
9	Repair - Aircondition Unit, 2HP, Window Type	1	unit	850.00	850.00		
	LR Office						
10	Aircondition Unit, 2HP, Window Type	1	unit	850.00	850.00		
	ASDS Office / BAC Office						
11	Aircondition Unit, 1 HP, Window Type	1	unit	850.00	850.00		

12	Aircondition Unit, 2 HP, Window Type	1		850.00	850.00		
	COA Office						
13	Aircondition Unit, 3 Toner	1	unit	2,800.00	2,800.00		
	IT Office						
14	Aircondition Unit, 2HP, Window Type	2	unit	850.00	1,700.00		
	Legal Office						
15	Aircondition Unit, 1 HP, Window Type	1	unit	850.00	850.00		
	Disbursing Office						
16	Aircondition Unit, 1 HP, Window Type	1	unit	850.00	850.00		
	Administrative Office						
17	Aircondition Unit, 1 HP, Window Type	1	unit	850.00	850.00		
18	Aircondition Unit, 2 HP, Window Type	1	unit	850.00	850.00		
	Personnel Office						
19	Aircondition Unit, 2.5HP, Split Type	4	unit	1,700.00	6,800.00		
	Payroll Office						
20	Repair - Aircondition Unit, 2.5HP, Window Type	1	unit	6,500.00	6,500.00		
	SDS Office						
21	Aircondition Unit, 2HP, Window Type	1	unit	850.00	850.00		
	CID EPS & Chief SGOD						
22	Aircondition Unit, Window Type	4	unit	850.00	3,400.00		
23	Aircondition Unit, Split Type	1	unit	1,700.00	1,700.00		
Total Amount (ABC)					40,700.00		
TOTAL QUOTATION OFFERED (Inclusive of VAT)							

Company/Business Name: _____

Address: _____

Contact Person: _____

Contact Number: _____ Email Add: _____

TN No. _____

Signature over Printed Name

Designation: _____

Date: _____



Address: Pio Valenzuela St., Marulas, Valenzuela City
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Email Address: sdovalenzuela@deped.gov.ph
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