



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

REQUEST FOR QUOTATION

Date:	May 11, 2026
RFQ No.	SDO-VAL-SVP-2026-05-0096

Name of Project	Procurement of Office Supplies/Materials and ICT Equipment for the Enhancing Kindergarten and Grade 1 Teachers' Phonological Teaching Competence
Brief Description	Office Supplies/Materials and ICT Equipment
Location	SDO Valenzuela City
Reference Number	P.R. NO. CID-2026-01-0006A
Approved Budget for the Contract (ABC)	Php43,380.00
Source of Fund	HRTD FUND
Contract Duration:	10 CDs

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 Office Supplies/Materials and ICT Equipment for the Enhancing Kindergarten and Grade 1 Teachers' Phonological Teaching Competence** through **Small Value Procurement**, under Sec. 34 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 **May 15, 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. Accomplished prescribed RFQ Form.

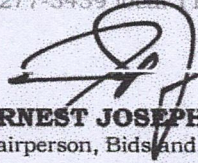


Address: Pio Valenzuela St., Marulas, Valenzuela City
 Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
 Email Address: sdovalenzuela@deped.gov.ph
 Official Website: <http://www.sdovalenzuela.com>



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 LEVEL 1 ACCREDITED

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 Office Supplies/Materials and ICT Equipment for the Enhancing Kindergarten and Grade 1 Teachers' Phonological Teaching Competence	Php43,380.00			

No.	Item/Description/Specifications	Offered Technical Specifications	Statement of Compliance ("Comply" or "Not Comply")
Office Supplies/Materials			
1	120L plastic container		
2	Laminating Film - thermal laminating pouches		
3	Laminating Film Pouch (100 pcs) - photo - 4"x6" - 125 microns		
4	Laminating Film Pouch (100 pcs) - Letter - 9"x11.5" or 9.5" x 12" - 250 microns		
5	Laminating Film Pouch (100pcs) - A4 - 220 mm x 310mm - 125 microns		
6	Laminating Film - Thermal Laminating Pouches - 100 sheets - 95 mm x 115mm - 250 microns		
7	Durable Metal Binder Ring - 1 Inch. 100 Pack - Assorted Colors		
8	PVC Binding Elementer - 10 mm, 21 Loops - 100's - White and Black		
9	PVC Binding Element - 22 mm, 21 Loops		
10	Certificate Holder A4 - 8.27 x 11.69 inches, black/blue/green frames		
11	Carpeting 150 sq. feet		
ICT Equipment			
12	3-in-1 INK TANK PRINTER (continuous) • 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) • Maximum Paper Capacity: 150 sheets (80 gsm, plain paper) • Copy: Colored & Monochrome • 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		
13	Ink Set (Cyan, Magenta, Black, Yellow) - Compatible to 3-in-1 Ink Tank Printer		
14	USB Wireless Mouse (Slim)		
15	USB Type C 6-in-1 Multifunction Adapted Space		
16	Presenter (Slim Thin AAA x1 GP Battery)		
17	4-plug heavy duty extension cord multifunction sockets with USB outputs and switch		
18	A4, Laminating Machine - Hot and Cold Laminator - 125-250 micron films - Fit for 65mm x 67 mm to A4 (220 mm x 310mm) pouch size		

19	Comb Binding Machine - Punching Capacity: 250 pages - Hole Margin: 3 - 5mm (adjustable) - Hole size: 3-8mm - Hole Count: 21 to 23 holes - Dimensions: 435 x 185 x 310 mm		
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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 Office Supplies/Materials and ICT Equipment for the Enhancing Kindergarten and Grade 1 Teachers' Phonological Teaching Competence	1	Lot				
	Office Supplies/Materials						
1	120L plastic container	1	pc	731.00	731.00		
2	Laminating Film - thermal laminating pouches	5	pack	120.00	600.00		
3	Laminating Film Pouch (100 pcs) - photo - 4"x6" - 125 microns	2	pack	403.00	806.00		
4	Laminating Film Pouch (100 pcs) - Letter - 9"x11.5" or 9.5" x 12" - 250 microns	1	pack	980.00	980.00		
5	Laminating Film Pouch (100 pcs) - A4 - 220 mm x 310mm - 125 microns	1	pack	469.00	469.00		
6	Laminating Film - Thermal Laminating Pouches - 100 sheets - 95 mm x 115mm - 250 microns	3	pack	290.00	870.00		
7	Durable Metal Binder Ring - 1 Inch, 100 Pack - Assorted Colors	1	Pack	1,060.00	1,060.00		
8	PVC Binding Elementer - 10 mm, 21 Loops - 100's - White and Black	7	Pack	120.00	840.00		
9	PVC Binding Element - 22 mm, 21 Loops	3	Pc	270.00	810.00		
10	Certificate Holder A4 - 8.27 x 11.69 inches, black/blue/green frames	15	Pc	55.00	825.00		



Address: Plo Valenzuela St., Marulas, Valenzuela City
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 Email Address: sdovalenzuela@deped.gov.ph
 Official Website: www.depedvalenzuela.com



11	Tarpaulin 4x6 Feet	1	Pc	600.00	600.00		
ICT Equipment							
12	3-in-1 INK TANK PRINTER (continuous) • Functions: Print, Scan, Copy • Paper size: A4, LTR, LGL, Folio, EXE, A5, A6, Photo 4x6", indexcard 5x8", Photo 5x7", C5 Envelope, Monarch, Photo-1 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) • Maximum Paper Capacity: 150 sheets (80 gsm, plain paper) • Copy: Colored & Monochrome • 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	1	Unit	14,700.00	14,700.00		
13	Ink Set (Cyan, Magenta, Black, Yellow) - Compatible to 3-in-1 Ink Tank Printer	3	Set	1,733.00	5,199.00		
14	USB Wireless Mouse (Slim)	1	Unit	790.00	790.00		
15	USB Type C 6-in-1 Multifunctional Adapted Space	1	Unit	1,750.00	1,750.00		
16	Presenter (Slim Thin AAA xI GP Battery	1	Pc	850.00	850.00		
17	4-plug heavy duty extension cord multifunction sockets with USB outputs and switch	4	Pc	700.00	2,800.00		
18	A4, Laminating Machine - Hot and Cold Laminator - 125-250 micron films - Fit for 65mm x 67 mm to A4 (220 mm x 310mm) pouch size	1	Unit	4,200.00	4,200.00		
19	Comb Binding Machine - Punching Capacity: 250 pages - Hole Margin: 3 - 5mm (adjustable)	1	Unit	4,500.00	4,500.00		

- Hole size: 3-8mm					
- Hole Count: 21 to 23 holes					
- Dimensions: 435 x 185 x 310 mm					
Total Amount (ABC)				43,380.00	
TOTAL BID/QUOTATION AMOUNT OFFERED					

Company/Business Name: _____

Address: _____

Contact Person: _____

Contact Number: _____ Email Add: _____

TIN No. _____

 Signature over Printed Name
 Designation: _____
 Date: _____

BAC/mhalyn



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 Official Website: <https://www.denedvalenzuela.com>



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