



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-2026-05-0104

Name of Project	Procurement for Supplies (Jacket) for the celebration of DepEd Anniversary and 32nd SDO Valenzuela Anniversary (cum Awarding)
Brief Description	Supplies (Jacket)
Location	SDO Valenzuela City
Reference Number	P.R. NO. OSDS-2026-02-0042
Approved Budget for the Contract (ABC)	Php40,000.00
Source of Fund	MOOE FUND
Contract Duration:	15 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 for Supplies (Jacket) for the celebration of DepEd Anniversary and 32nd SDO Valenzuela Anniversary (cum Awarding)** 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.**

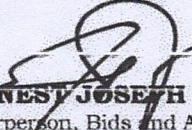
1. Copy of Valid/Latest Mayor's/Business Permit
2. Copy of valid SEC/DTI
3. Copy of valid PhilGEPS Registration Number/Organization ID No./PhilGEPS Registration (Platinum Membership.)
4. Copy of updated/valid BIR/COR (Certificate of Registration-Line of Business)
5. Accomplished prescribed RFQ Form.



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>



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.

Company/Business Name: _____

Address: _____

Contact Person: _____

Contact Number: _____ Email Add: _____

TIN No. _____

Signature over Printed Name

Designation: _____

Date: _____

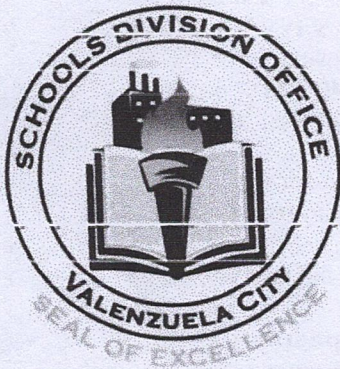
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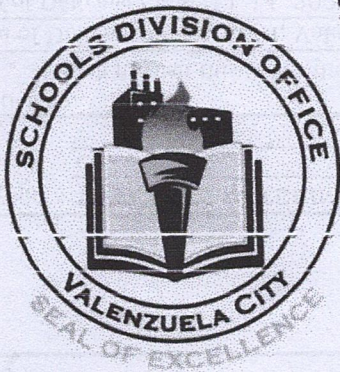
Address: Plo Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdovalezueta@deped.gov.ph
Official Website: <http://www.depedvalenzuela.com>
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PRIME HRM
LEVEL II ACCREDITED



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