

Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte

TO: _____

PR NO: 2026-03-0189 (CSE)
DATE: July 8, 2026
End User: CLMD

REQUEST FOR QUOTATION

Sealed proposal plainly marked Proposal to supply materials to the Government subject to terms and condition contained herein will be received at the BAC office, Dep.Ed RO 8, Government Center, Candahug, Palo, Leyte and publicly opened in the presence of the members of the Bids and Awards Committee

QTY	UNIT	ARTICLE	ABC PER ITEM	UNIT PRICE
2	pc	HDMI to VGA Adapter	654.50	
12	bottle	DISHWASHING LIQUID 500ml	190.67	
4	bottle	HANDWASHING LIQUID SOAP 500ml	236.50	
16	bottle	HAND SANITIZER 500ml	249.33	
22	jar	Glue All Purpose Gross Weight 200g min	146.67	
3	pc	BROOM SOFT TAMBO WEIGHT 200g MIN TIGER GRASS	243.83	
4	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml CAP	293.33	
1	pc	DUSTER COTTON	144.83	
2	pc	TOILET DEDORANT, CAKE SMALL	62.33	
6	pc	EXTENSION WIRE. 5 METERS 4 GANG	826.83	
250	pc	BALL POINT PEN BLUE	7.15	
12	pc	Data File Box made of Chipboard with close ends - Green Color	192.50	
4	tube	CUTTER BLADE, 10PCS PER TUBE	47.67	
8	pc	CUTTER KNIFE , HEAVY DUTY	78.10	
300	pc	FOLDER EXPANDING LONG GREEN	21.27	
10	set	MARKER FLOURESCENT 3 COLORS PER SET	112.20	
40	pc	MARKER PERMANENT BROAD BLK FELT TIP	57.20	
0	pad	NOTEPAD STICK-ON 3x3 100 SHEETS PER PAD	37.03	
21	pack	PHOTO PAPER GLOSSY A4	111.10	
300	pc	FOLDER EXPANDING LONG GREEN	21.27	
6	pair	SCISSORS HEAVY DUTY BIG	135.67	
3	unit	Headset with Noise Cancellation	1,265.00	
5	pc	Sponge	59.77	
2	bottle	STAMP PAD INK PURPLE OR VIOLET 50ml MIN	35.93	
2	pc	STAMP PAD FELT, BED DIMENSIONS 60mm x 100mm	55.37	
12	pc	STAPLER STANDARD TYPE LOAD CAP 200 STAPLES MIN, 1 PC / BOX	229.17	
24	pack	STICKER PAPER LONG	65.63	

24	pc	STORAGE BOX W/ COVER 9.5x10x15 MADE OF CHIPBOARD	522.50	
24	roll	TAPE MASKING 24mm	48.03	
12	roll	TAPE MASKING 48mm	89.10	
150	pc	Ball POINT PEN Black	7.15	
24	roll	TAPE TRANSPARENT 24mm	34.83	
6	roll	TAPE DOUBLE ADHESIVE "2"	90.93	
43	pad	Post It "Sign Here" 1/2x3/4	90.93	
250	pc	Certificate Folder, A4 size (Jacket type)	53.90	
3	unit	GLUE GUN HEAVY DUTY	322.67	
32	pc	GLUE STICK	8.80	
50	pc	SIGN PEN (HI-TECHPOINT V10 GRIP 1.0MM BROAD)	134.05	
2	pc	HEAVY DUTY TAPE DISPENSER	220.00	
2	box	LAMINATING FILM POUCHES A4 SIZE 125 MICRONS 100 SHEETS/BOX	1,459.33	
2	box	FOLDER WHITE ORDINARY A4 SIZE PACK	660.00	
46	cart	INK CART, EPSON L3110 (003), Black	399.67	
22	cart	INK CART, EPSON L3110 (003), Cyan	399.67	
22	cart	INK CART, EPSON L3110 (003) Magenta	399.67	
22	cart	INK CART, EPSON L3110 (003) Yellow	399.67	
6	pack	BATTERY DRY CELL AA 2 PIECES PER BLISTER PACK	99.73	
7	pack	BATTERY DRY CELL AAA 2 PIECES PER BLISTER PACK	109.27	
16	pc	FLASH DRIVE, 64 GB	489.50	
10	pc	MOUSE, WIRELESS (for LAPTOP)	533.50	
2	unit	UNINTERRUPTIBLE POWER SUPPLY (UPS), 650VA	2,942.50	
4	unit	Printer, CONTINUOUS INK SUPPLY, ALL IN ONE (PRINT, SCAN, COPY)	10,356.50	
1	unit	DOCUMENT SCANNER AUTO DOCUMENT TYPE, HEAVY DUTY	36,712.50	
24	pack	TOILET TISSUE PAPER 2PLY SHEETS 150 PULLS, 12 ROLLS IN A PACK	225.87	
12	ream	PAPER MULTI PURPOSE 70gsm SIZE 216mm x 330 mm LEGAL	287.83	
Purpose: for CLMD use (3rd quarter)				
For more technical details on the procurement contact End User CLMD, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501 Contact No/s (053) 832-4631 / Email clmd.region8@deped.gov.ph				

APPROVED BUDGET OF THE CONTRACT (ABC):

DEADLINE OF SUBMISSION OF REQUEST FOR QUOTATION (RFQ):

Php 251,151.38

July 13, 2026 | 10:00 A.M

REQUIREMENTS IN CANVASSING/TERMS AND CONDITIONS:

A) New participating Supplier in the procurement shall submit the RFQ with attached requirements indicated below immediately upon submission to the BAC Secretariat in which these documents shall be evaluated and validated by the BAC through the Technical Working Group (TWG) to determine if the supplier is technically, legally, and financially capable prior to the award of the Purchase Order (PO)

1. Mayor's Permit issued by the City/Municipality where the principal place of the business is located
2. PhilGEPS Registration
3. Omnibus Sworn Statement (to be required if the ABC is above Fifty Thousand Pesos (Php50,000.00))
4. ITR (Income Tax Return)

- B) Regular Suppliers whose documents mentioned above are already available in the file of the BAC Office may opt not to submit the requirements, but the supplier must ensure that these documents are updated. However, these documents are still subject for review by the BAC through the TWG during post qualification.
- C) Failure to submit/update the above-mentioned requirements shall be ground for disqualification.
- D) Place of delivery, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte within the agreed delivery period.
- E) Absence and/ or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.
- F) Quotation that exceeds the ABC shall be rejected.
- G) This RFQ is the standard form that suppliers must follow, thus NO SUBSTITUTE RFQ FORM SHALL BE ACCEPTED.
- H) The Department of Education, Regional Office VIII reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

BIDDERS' DECLARATION:

(Authorized Signature Over Printed Name)

(Designation/Position)

TIN: _____ Contact No. _____

Approved:


HARVIE D. VILLAMOR EdD
BAC Chairman

NOTE: Place this inside the official envelope sealed with your signature across the opening part, and personally deliver this to DepEd RO VIII Bids and Awards Committee. (Attn: The BAC Chairman)

<https://region8.deped.gov.ph>

Canvassed by:

(Signature Over Printed Name)

OPENED:	
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____

(053) 888-9349 | bac.region8@deped.gov.ph | BAC