

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

TO: _____

PR NO: **2026-07-0443**
DATE: **AUGUST 26, 2026**
End User: **ADMIN-AMS**

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	TOTAL
2	pc	HDMI to VGA Adapter	654.50	
3	unit	HEADSET WITH NOISE CANCELLATION	1,265.00	
50	gal	FABRIC CONDITIONER GALLON	678.33	
282	bottle	DISHWASHING LIQUID 500ml	190.67	
31	bottle	HANDWASHING LIQUID SOAP 500ml	236.50	
22	bottle	HAND SANITIZER 500ml	249.33	
106	pc	SPONGE	59.77	
56	pc	BROOM SOFT TAMBO WEIGHT 200g MIN TIGER GRASS	243.83	
75	pc	BROOM STICK (TINGTING)	51.33	
24	can	CAR FRESHENER 1.05 OUNCE	271.33	
72	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml CAP	293.33	
92	pack	CLEANER, AUTOMATIC TOILET BOWL BLUE SOAP 50g x 6 TABS	304.33	
5	can	DISINFECTANT SPRAY, AEROSOL TYPE 400-500 GRAMS	792.00	
18	pc	DUST PAN, NON RIGID PLSTIC BIG	115.50	
13	pc	DUSTER COTTON	144.83	
22	pc	FLOOR MAT/ RAG COTTON	132.00	
9	bottle	GLASS CLEANER, SPRAY BIG	192.50	
6	pc	TOILET BRUSH W HANDLE	221.83	
131	pc	TOILET DEDORANT, CAKE SMALL	62.33	
150	liter	SODIUM HYPOCHLORITE LIQUID BLEACH 1ltr	64.17	
14	roll	TRASHBAG PLASTIC GUSSETED TYPE TRANSPARENT 10PCS PER ROLL	116.60	
23	pc	BATHROOM SOAP FAMILY SIZE	88.00	
6	pc	Hand Towel (for Refrigerator)	122.83	
10	pc	EXTENSION WIRE, 5 METERS 4 GANG	826.83	
2	bar	DETERGENT BAR 140g (1WHOLE)	46.20	
117	pouch	DETERGENT POWDER, ALL PURPOSE 1kg PER POUCH	177.83	
10	pad	NOTEPAD STICK-ON, 2x3 100 SHEETS PER PAD	24.93	
1	unit	LAMINATING MACHINE A3 HEAVY DUTY	5,940.00	
1	unit	WATER DISPENSER, Hot and Cold Function	10,230.00	
23	pack	FOLDER FILE LEGAL SIZE pt14	261.80	
4	box	FOLDER PRESSBOARD SIZE:240MM x 370MM (-5MM) 100s/BOX	2,108.33	

51	jar	GLUE ALL PURPOSE GROSS WEIGHT 200g MIN	146.67	
3	roll	LAMINATING FILM LEGAL SIZE 200 MICRON	1,220.00	
7	pc	RULER PLASTIC 450mm, 1PC IN INDIVIDUAL PLASTIC	47.30	
165	pc	BALL POINT PEN BLACK	7.15	
952	pc	BALL POINT PEN BLUE	7.15	
1	box	BINDER CLIP 19MM BLK 12s/BOX	34.10	
12	box	BINDER CLIP 25MM BLK 12s/BOX	49.87	
24	box	CLIP BACKFOLD 19MM 12s/BOX	30.43	
30	box	CLIP BACKFOLD 50MM 12s/BOX	116.60	
496	pc	CORRECTION TAPE, 1PC IN INDIVIDUAL PLASTIC, 5MM x 8METERS	35.93	
8	tube	CUTTER BLADE, 10PCS PER TUBE	47.67	
14	pc	CUTTER KNIFE , HEAVY DUTY	78.10	
100	pc	DATA FILE BOX MADE OF CHIPBOARD W/ CLOSE ENDS - GREEN COLOR	192.50	
2	box	ENVELOPE BROWN SHORT 500s/BOX	1,611.50	
9	box	ENVELOPE EXPANDING LAMINATED GREEN 100s/BOX	1,870.00	
3	box	ENVELOPE MAILING 500 PIECES PER BOX, LONG	441.83	
8	pc	ERASER PLASTIC OR RUBBER	37.77	
94	box	PAPER FASTENER PLASTIC/ VINYL COATED	38.13	
1	pack	FOLDER L-TYPE A4 SIZE 50PCS PER PACK	715.00	
890	pc	FOLDER EXPANDING LONG GREEN	21.27	
56	set	MARKER FLOURESCENT 3 COLORS PER SET	112.20	
45	pad	NOTEPAD STICK-ON 3x3 100 SHEETS PER PAD	40.73	
42	pad	NOTEPAD STICK-ON 3x4 100 SHEETS PER PAD	47.60	
20	box	PAPER CLIP 50MM, 100PCS PER BOX	28.97	
37	box	PENCIL LEAD WITH ERASER , 12 DOZEN PER BOX	119.53	
75	pack	PHOTO PAPER GLOSSY A4	111.10	
22	pair	SCISSORS HEAVY DUTY BIG	135.67	
100	pc	SIGN PEN REFILL, PILOT BLUE (HI TECH POINT V7)	86.90	
22	pc	SIGN PEN BLUE LIQUID/GEL INK 0.5mm NEEDLE TIP	31.17	
44	pc	SIGN PEN BLUE HI TECH POINT V5	102.67	
8	pc	SIGN PEN BLUE HI TECH POINT V7	102.67	
166	pc	SIGN PEN BLUE LIQUID/GEL INK 0.5mm NEEDLE TIP	31.17	
22	bottle	STAMP PAD INK PURPLE OR VIOLET 50ml MIN	35.93	
3	pc	STAMP PAD FELT, BED DIMENSIONS 60mm x 100mm	55.37	
9	pc	STAPLE REMOVER PLIER TYPE	141.17	
27	pc	STAPLER STANDARD TYPE LOAD CAP 200 STAPLES MIN, 1 PC PER BOX	229.17	
66	pack	STICKER PAPER LONG	65.63	
30	pc	STORAGE BOX W/ COVER 9.5x10x15 MADE OF CHIPBOARD	522.50	
95	roll	TAPE MASKING 24mm	48.03	

17	roll	TAPE MASKING 48mm	89.10	
1	roll	TAPE PACKAGING 48mm	67.10	
192	roll	TAPE TRANSPARENT 24mm	34.83	
5	roll	TAPE TRANSPARENT 48mm	73.81	
23	roll	TAPE DOUBLE ADHESIVE "2"	90.93	
225	pc	VOUCHER FILER w/bolts 4" Green	269.50	
143	pad	Post It "Sign Here" 1/2x 3/4	90.93	
15	pad	Post It "Sign Here" 1"	99.22	
250	pc	Certificate Folder, A4 size (Jacket type)	53.90	
4	pc	LONG ARM STAPLER, HEAVY DUTY	766.33	
5	unit	GLUE GUN HEAVY DUTY	322.67	
56	pc	GLUE STICK	8.80	
115	pc	SIGN PEN (HI-TECHPOINT V10 GRIP 1.0MM BROAD)	134.05	
1	ream	PAPER CANON SHORT COLOR BEIGE	1,441.00	
2	box	PAPER CANON LONG COLOR WHITE	1,716.00	
75	pc	Notebook 50 Leaves	24.93	
3	pc	HEAVY DUTY TAPE DISPENSER	220.00	
5	box	LAMINATING FILM POUCHES A4 SIZE 125 MICRONS 100 SHEETS PER BOX	1,459.33	
1	box	PAPER CANON A4 COLOR BLUE	1,679.33	
1	box	PAPER CANON A4 COLOR GREEN	1,679.33	
1	box	PAPER CANON A4 COLOR PINK	1,679.33	
12	box	PAPER CANON A4 COLOR BEIGE	1,679.33	
3	pack	FOLDER L TYPE LEGAL SIZE 50PCS PER PACK	751.67	
16	pc	TAPE DOUBLE ADHESIVE "1"	40.33	
4	box	FOLDER WHITE ORDINARY A4 SIZE PACK	660.00	
9	cart	INK CART, EPSON C13T664300 (T6643), Magenta	374.00	
28	cart	INK CART, BROTHER, BTD60, Black	661.25	
22	cart	INK CART, BROTHER, BTD5000, Cyan	661.25	
22	cart	INK CART, BROTHER, BTD5000, Magenta	661.25	
23	cart	INK CART, BROTHER, BTD5000, Yellow	661.25	
216	cart	INK CART, EPSON L3110 (003), Black	399.67	
101	cart	INK CART, EPSON L3110 (003), Cyan	399.67	

87	cart	INK CART, EPSON L3110 (003) Magenta	399.67	
97	cart	INK CART, EPSON L3110 (003) Yellow	399.67	
8	cart	INK CART, EPSON L3156 (103), Black	399.67	
8	cart	INK CART, EPSON L3156 (103), Cyan	399.67	
8	cart	INK CART, EPSON L3156 (103), Magenta	399.67	
8	cart	INK CART, EPSON L3156 (103), Yellow	399.67	
4	cart	INK CART, HP (HP 680), BLACK	814.00	
2	cart	INK CART, HP (HP 680), COLOR	814.00	
7	cart	TONER CART, HP (HP 85A), Black (for HP Laserjet P1102)	5,390.00	
3	pc	Digital Facsimile/Stamp ("Certified True Copy")	1,521.67	
3	pc	Digital Facsimile/Stamp ("RELEASED")	1,521.67	
4	pc	Digital Facsimile/Stamp ("RECEIVED")	1,521.67	
2	cart	FUJIFILM APEOS C2560 TONER CARTIDGE BLACK	15,447.66	
1	cart	FUJIFILM APEOS C2560 TONER CARTIDGE MAGENTA	15,447.66	
1	cart	FUJIFILM APEOS C2560 TONER CARTIDGE YELLOW	15,447.66	
1	cart	FUJIFILM APEOS C2560 TONER CARTIDGE CYAN	15,447.66	
3	pc	Computer Table (Mahogany Color)	7,095.00	
91	pack	BATTERY DRY CELL AA 2 PIECES PER BLISTER PACK	99.73	
53	pack	BATTERY DRY CELL AAA 2 PIECES PER BLISTER PACK	109.27	
51	roll	ELECTRICAL TAPE	59.77	
25	pc	FLASH DRIVE, 64 GB	489.50	
2	pc	FLASH DRIVE, 32 GB capacity, 1 piece in individual blister pack	462.00	
19	pc	MOUSE, WIRELESS (for LAPTOP)	533.50	
7	unit	UNINTERRUPTIBLE POWER SUPPLY (UPS), 650VA	2,942.50	
5	unit	Printer, CONTINUOUS INK SUPPLY, ALL IN ONE (PRINT, SCAN, COPY)	10,356.50	
2	pc	WIFI WIRELESS ADAPTER	704.00	
2	unit	DOCUMENT SCANNER AUTO DOCUMENT TYPE, HEAVY DUTY	36,712.50	
106	pack	TOILET TISSUE PAPER 2PLY SHEETS 150 PULLS, 12 ROLLS IN A PACK	225.87	
103	box	SCENTED FACIAL TISSUE 2PLY 130 PULLS	148.50	
15	box	PAPER SHORT (8 1/2" x 11) 80GSM	296.45	
10	ream	PAPER MULTI PURPOSE 70gsm SIZE 216mm x 330 mm LEGAL	287.83	
31	box	CONTINUOUS FORM 1PLY SUBS 20 9 1/2 x 11	2,328.33	

23	box	CONTINUOUS FORM 3PLY SUBS 20 9 1/2 x 11 (CARBONLESS)	3,054.33	
50	pc	DOCUMENT CARD CASE HOLDER SHORT CC LETTER TRANSPARENT	60.50	
To be used for the different Functional Divisions/Sections/Units as Gen. Supplies, CY-2026 for the 3th and 4th Qtr.				
For more technical details on the procurement contact End User: ADMIN, DepEd Regional Office VIII, Candahug, Palo, Leyte 6501 Contact No/s. (053) 832-4631 / Email: admin.region8@deped.gov.ph				

APPROVED BUDGET OF THE CONTRACT (ABC):

DEADLINE OF SUBMISSION OF REQUEST FOR QUOTATION (RFQ):

Php 1,449,627.32

AUGUST 31, 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 he 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:

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(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



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



Date

I/WE waive the right to be present at the opening of Bids for
the food catering, goods, supplies, materials and equipment.

Very truly yours,



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



Date

This is to Certify that We, the undersigned have this day received from the
Office of the Regional Director, Department of Education, Regional Office No. VIII,
Government Center, Candahug, Palo, Leyte. Notice to the Bidder/ Request for
Quotation of prices of food catering, goods, supplies, materials and equipment for
use in the office which will be opened on _____ at _____ at
DepEd Regional Office No. VIII, Government Center, Candahug, Palo, Leyte.

NAME OF BIDDER

SIGNATURE OF BIDDER/REPRESENTATIVE

DATE/ TIME

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20___ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]