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

TO: _____

PR NO: 2026-09-0531
DATE: OCTOBER 21, 2026
End User: GSU

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	Unit Price	TOTAL
	LOT	FUJIFILM APEOS C2560 TONER		
4		(K) CT202496		
3		(C) CT202497		
2		(M) CT20249		
2		(Y) CT202499		
2		FUJIFILM APEOS WASTE TONE CONTAINER		
Toner for Fujifilm Apeos Printer				
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): **Php 228,166.67**
DEADLINE OF SUBMISSION OF REQUEST FOR QUOTATION (RFQ): **OCTOBER 26, 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).

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:

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated except those marked *"NONE"*. These terms and conditions specified above are hereby offered.

_____
(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).

Canvassed by:

_____
(Signature Over Printed Name)

OPENED:

_____ **DATE:** _____
_____ **DATE:** _____
_____ **DATE:** _____
_____ **DATE:** _____

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]