



Republic of the Philippines  
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date: March 20, 2025  
RFQ No.: DSC-25-03-056  
Mode of Procurement: NP-SVP

**Request for Quotation (RFQ)**

I. Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ. Sealed quotations with documentary requirements must be submitted not later than **10:00 a.m** of MAR 25 2025 at Bids and Awards Committee Office (BAC), DepEd-Schools Division of South Cotabato, Alunan Avenue, Koronadal City. Quotation that exceeds the approved budget for the contract (ABC) (per item/**per lot**) shall be rejected. Evaluation and award shall be done on a (per item/**per lot**) basis. For more information please call us at Telephone Nos.: (083) 228-9224, c/o **Mr. Leomel B. Ledda**, BAC-Secretariat Head. Prospective supplier shall be responsible to verify herein items from DepEd.-So. Cot. Division, Property and Supply Unit c/o **Mr. Ray O. Lloren**, Administrative Officer IV - Supply Officer at Telephone No. (083) 228-5269.

**LEVI B. BUTIHEN**  
BAC Chairperson

**Instructions:**

1. Accomplish this RFQ correctly and accurately. Entries must be written legibly.
2. Do not alter the contents of this form in any way.
3. All bids and attached documents shall be in a sealed envelope.
4. Failure to follow these instructions wil disqualify your entire quotation.

**II. Particulars**

Lot No.	Item Description / Technical Specification	Approved Budget for the Contract (ABC) in Php.	Quantity	Unit of Issue	Unit price	Brand / Model	TOTAL PRICE in Pesos (Qty x Unit Price)
<b>1</b>	<b>Supply and Delivery of</b>	<b>46,800.00</b>	<b>1</b>	<b>Lot</b>			
	Medals		384	pc			
	Plaque		4	pc			
	Plaque		4	pc			
	Please see attached Design/Lay-out for your reference						
	<i>x-x-x-x Nothing Follows x-x-x-x</i>						
	For the conduct of awarding ceremony of ILSA participants and ESM						
<b>TOTAL AMOUNT IN FIGURES:</b>							
<b>TOTAL AMOUNT IN WORDS:</b>							

**Terms and Conditions:**

1. Delivery Period: **Three (3) Calendar days from Supplier's receipt of Notice to Proceed**
2. Delivery Site: **Supply Office, DepEd-Schools Division of South Cotabato, Alunan Ave., Koronadal City**
3. Price Validity: **120 days from submission of quotation**
4. Warranty: **6 months for supplies & materials; 1 year for equipment, from the date of acceptance by the procuring entity.**
5. Payment Term: **15 Days**
6. Price is inclusive of all costs and applicable taxes.

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Supplier's Business Name: \_\_\_\_\_ PhilGEPS Reg. no. \_\_\_\_\_

Address: \_\_\_\_\_ TIN \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ E-Mail \_\_\_\_\_ Vat \_\_\_\_\_ Non-Vat \_\_\_\_\_

Supplier's signature over printed name: \_\_\_\_\_ Date \_\_\_\_\_

Canvasser: \_\_\_\_\_

**NOTE: Please attach the following eligibility requirements upon submission of quotation.**

- |  |  |
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| ____ 1 PhilGeps Registration No.: _____                | ____ 6 Certificate of Tax Exemption (for Cooperatives)             |
| ____ 2 Mayor's Permit/ Business Permit                 | ____ 7 Certificate of Compliance/ Good Standing (for Cooperatives) |
| ____ 3 DTI (if sole proprietorship)/ SEC (Corporation  | ____ 8 Omnibus Sworn Statement (for lowest bidder for NP-SVP       |
| Income & Business Tax Returns (for ABCs above          | with ABCs above 50k and Emergency Cases with ABCs above 500k)      |
| ____ 4 500K)   |  |
| ____ 5 BIR Certificate of Registration (BIR Form 2303) |  |

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