



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

**REQUEST FOR QUOTATION (RFQ)**

**PROJECT NO:** [DepED-RO6-D1-TVL-EQUIPMENT-SHS-REBID-LOT2-041-2025](#)

The Department of Education Schools Division of Aklan, through its Bids and Awards Committee (BAC) invites the suppliers to submit quotation and to bid for the hereunder list of procurement:

Name of Project: **PROCUREMENT OF TECHNICAL-VOCATIONAL-LIVELIHOOD (TVL) EQUIPMENT PACKAGES TO PUBLIC SENIOR HIGH SCHOOL - LOT 2 - Front Office Services NC II (Jawili IS)**

Funding Source: **Government of the Philippines (GoP) 2025**

Approved Budget Cost: **Php209,742.00**

Mode of Procurement: **Negotiated Procurement – Two-Failed Biddings**

The Department of Education Schools Division of Aklan, through its Bids and Awards Committee (BAC), now invites quotations for the following goods:

**I. Schedule of Requirements**

Particulars	Quantity	Amount	Delivered, Weeks/ Months
<b>LOT 2 - Front Office Services NC II (Jawili IS)</b>			
1. Calculator	5	209,742.00	45 calendar days
2. Cart, bell boy	2		
3. Cash register with drawer	1		
4. Credit card imprinter	1		
5. Credit card voucher holder	1		
6. Detector, fake bills	1		
7. Guest folio rack	1		
8. Hypercom	1		
9. Keycard marker with verifier	1		
10. Key rack	1		
11. Safety deposit box/drop vault	1		
12. Speaker, lapel	4		



II. Technical Specifications

Item	Specification	Statement of Compliance
		<p>[Bidders must state here either <b>“Comply”</b> or <b>“Not Comply”</b> against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</p>
	Lot 2 - Front Office Services NC II (Jawili IS)	
	<p>The per unit cost of each item should NOT exceed FIFTY THOUSAND PESOS (Php50,000.00)</p> <p>The specific technical specifications for the goods to be procured in the above-indicated procurement project may be found in Pages 175 – 296, Annex “F” of DepEd Order No. 20, s. 2022, and may accessed by prospective bidders through this link: <a href="https://tinyurl.com/mrxu2hmn">https://tinyurl.com/mrxu2hmn</a> .</p>	

III. Quotation Form

Quantity	Unit	Name of Articles	Unit Price	Total Price
1	Lot	LOT 2 - Front Office Services NC II (Jawili IS)		
Total Amount (Php):				
Total Amount in Words:				

IV. Terms and Conditions:

1. Delivery Period: As stated in the Schedule of Requirements
2. Delivery Site: As stated in the Schedule of Requirements
3. Price Validity: 120 days from submission of quotation
4. Warranty: No Warranty
5. 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.

Suppliers Business Name:

PhilGEPS Reg. No. 

RED

Address:

TIN:

Contact Number:

Email Address:

VAT  Non-VAT  VAT Exempt

Supplier’s Signature Over Printed Name

**Documentary Requirements:**

- 1. PhilGEPS Registration Certificate:  
*Platinum Certificate if legal eligibility requirements are not subject to revisions after conduct of mandatory review.*
- 2. SEC Registration Certificate for Corporations/DTI Certificate for Sole Proprietorship/or CDA for Cooperatives
- 3. Mayor's/Business Permit
- 4. Tax Clearance
- 5. Professional License/Curriculum Vitae (Consulting Services)
- 6. PCAB License (infrastructure)
- 7. Income tax return and Audited Financial Statements
- 8. Omnibus Sworn Statement (For ABC's higher than 50k)
- 9. If an Authorized Representative will sign and/or process the documents, kindly provide:
  - For Individuals: A Special Power of Attorney
  - For Corporations: A Board Resolution or Secretary's Certificate

*Note: Please submit three (3) copies of each applicable documentary requirement mentioned above. For documents that are not original copies, they must be labeled as "Certified True Copy" and signed by an authorized signatory.*

The Schedule of BAC Activities are as follows:

Activity	Date and Time	Venue
Issuance of RFQ	June 10 to 12, 2025 8:00 AM – 5:00 PM	DepED Schools Division of Aklan, Poblacion, Numancia, Aklan
Pre-Bid Conference	Not applicable	Not applicable
Submission & Receipt of Canvass	On or before June 13, 2025 9:00 AM	DepED Schools Division of Aklan, Poblacion, Numancia, Aklan

DepED reserves the right to accept or reject any or all canvasses, to annul the procurement process, or declare failure of procurement at any time prior to contract award without thereby incurring any liability to the affected parties.

For further information, please refer to:

**JUNE R. PATRICIO**  
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Bids and Awards Committee (BAC)  
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**RAMON D. PARAS JR. EdD**  
BAC Chairperson