



Republic of the Philippines
Department of Education
 REGION IX - ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY

REQUEST FOR QUOTATION

Date: April 8, 2026	RFQ No.: 26-04-045 PR No: 26-03-071	ABC: P 33,000.00
Name of Establishment:*		
Business Permit No.:	PhilGEPS Registration No.:	TIN:*

The DepEd Dipolog City Schools Division, through its Bids and Awards Committee (BAC), intends to procure Postages and Mailing Services

Qualified bidders of known qualifications are invited to submit their quotation/proposal, duly signed by you or your duly authorized representative not later than **April 13, 2026 9:00 AM** subject to the Terms and Conditions provided in this RFQ.

Prospective bidders who will submit a proposal with the lowest calculated and responsive offer shall be selected. A copy of your Mayor's/Business Permit and Income/Business Tax Return is also required to be submitted along with your quotation/proposal if such records or documents have not been submitted to the SDO Supply Office. Open quotations may be submitted, manually or through email with attached scanned and accomplished RFQ at cherrymae.valdez002@deped.gov.ph For clarification, you may also contact The BAC Secretariat on mobile nos. **09360796613**.

ROSALIO B. CONTURNO, JR., PhD
 BAC Chairperson

INSTRUCTIONS TO BIDDERS:

1. Accomplish the RFQ Form correctly and accurately.
2. Do not add to, alter or modify the contents of this form in any way.
3. Technical specifications with an asterisk (*) are mandatory.
4. Failure to comply with any of the mandatory requirements will disqualify your quotation.
5. Failure to follow these instructions will disqualify your entire quotation.

Terms and Conditions:

1. Bidders shall provide correct and accurate information required of them.
2. Bidders may quote for any or all of the items.
3. Price quotation must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation denominated in Philippine peso shall include all taxes, duties and or levies payable.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated therein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or your duly authorized representative.
7. The item(s) shall be delivered according to the requirements in the technical specifications.
8. The SDO Dipolog City reserves the right to inspect and/or to test the goods to confirm their conformity to the specifications required.
9. In case of two or more bidders which submitted the lowest calculated and responsive quotation, SDO Dipolog City shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular No. 006-2005.
10. Liquidated damages equivalent to one-tenth (0.1%) of the value of the goods not delivered within the prescribed period shall be imposed per day of delay. The SDO Dipolog City shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Form 08, OSDS-BAC-01, effective 09/19/24



Address: Government Center, Sta. ..., Dipolog City
 Email: dipolog.city@deped.gov.ph
 Website: www.depeddipolog.com
 Facebook: DepEd – Schools Division of Dipolog City

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

QTY	UNIT	TECHNICAL SPECIFICATIONS	OFFERED PRICE PER PIECE	TOTAL OFFERED QUOTATION
(A)			(B)	(A x B)
1	year	Postages and Mailing Services - National and Local Dispatch		
		Notes:		
		Services cover national and local mailing, including registered mail, express mail, and other delivery		
		Includes procurement of postage stamps, mailing labels, and official carrier envelopes/pouch as required		
		Monthly billing shall reflect actual usage (per mail item, weight, official carrier envelopes/pouch or destination)		
		Supports rush and urgent mailing		
		Mailing services shall cover ordinary document delivery to the DepEd Regional Office in Pagadian City, ordinary document delivery to the DepEd Central Office in Pasig City, express/priority document delivery nationwide across Luzon, Visayas, and Mindanao and inter-island document courier services to ensure timely and efficient transmittal of official communications, reports and certificates/ documents to external agencies and stakeholders in strict compliance with DepEd standards.		
		Courier pouches/ envelopes (S, M, L) shall be provided in advance to the DepEd Dipolog Division - Records Section, with pick-up arranged either through a call at the Records Section or directly at the designated courier shop.		
		Delivery Receipt (DR) or any valid copy must be submitted for every transaction to ensure strict monitoring and accountability		
		Nothing Follows*		
TOTAL AMOUNT IN WORDS:				
TOTAL AMOUNT IN FIGURES:				

AVAILABILITY / DELIVERY SCHEDULE	YES	NO	REMARKS
Availability and Quantity of Stocks <i>Indicate the number (volume) or quantity and unit of stocks required (Please check box)</i>			
Delivery: Must be delivered within seven (7) working days upon approval of the sample/upon receipt of Purchase Order/ UPON NOTIFICATION			

Signature over Printed Name

Position/Designation in the Establishment

Contact Number/s

Date Accomplished