



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF CALOOCAN CITY

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**REQUEST FOR QUOTATION  
SMALL VALUE PROCUREMENT**

**September 1, 2026**

**I. MANDATORY REQUIREMENTS**

1. **Certified True Copies of the following:**
  - PhilGeps Registration Certificate
  - Valid Mayor's Permit
  - Income/Business Tax Return with Efps payment confirmation
  - Updated and duly notarized Omnibus Sworn Statement (NGPA form) dated within the period of posting of the RFQ quoting for.
  - Company Profile
  - Company ID of authorized representative  
(original copies must be presented during the post-qualification)

**Note:** The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to automatic disqualification of proposal.

2. **PhilGEPS Registration Number:** \_\_\_\_\_
3. The **Bidders/Suppliers may submit their own canvass form** in accomplishing their bid proposals/quotations **subject to the condition that the HORACIO DELA COSTA ELEMENTRAY SCHOOL-BAC's official canvass form shall be filled up (with the unit price and total price), signed properly and attached together with the Bidder's/Supplier's own canvass form.**
4. **Please write legibly**, non-compliance of which or any alteration/erasure in the submitted quotation shall result to the automatic disqualification of proposal.
5. The **bidder is required to affix his/her signature across the flap of the sealed envelope**, non-compliance of which shall result to the automatic disqualification of proposal.

**II. INSTRUCTIONS:**

1. Bidders are required to read the instructions and fill all the blanks properly.
2. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bid.
3. Quotation /s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
4. Price quotation(s) submitted shall be valid for a period of THIRTY (30) days from the deadline of submission of quotations.
5. **Quotation(s)/ Proposal(s) shall be submitted to the Horacio Dela Costa Elementary School, B32 L2 Phase 2 Dela Costa Homes II, Caloocan City – BAC Secretariat's Office.**
6. Only sealed canvasses shall be considered by the BAC
7. **DEADLINE FOR SUBMISSION OF BIDS:** September 4, 2026 @ 12:00 p.m.

| Qty. | Unit cost | ITEM/DESCRIPTION                         | Offered Brand | Ceiling Price per unit | UNIT PRICE | TOTAL PRICE |
|------|-----------|------------------------------------------|---------------|------------------------|------------|-------------|
| 1    | 16,600.00 | Network Video Recorder (NVR) 16 Channels |               |                        |            |             |
| 12   | 5,850.00  | Outdoor IP Bullet Network Camera 2MP     |               |                        |            |             |
| 5    | 650.00    | RJ45 Passthrough - 100pcs/pack           |               |                        |            |             |
| 5    | 3,250.00  | CCTV DVR/NVR Metal Box                   |               |                        |            |             |
| 5    | 4,550.00  | Power Over Ethernet (PoE) Switch 4 Ports |               |                        |            |             |
| 1    | 10,400.00 | 4TB Surveillance Hard Disk Drive         |               |                        |            |             |
| 5    | 5,850.00  | Outdoor UTP Cable 300 Meters             |               |                        |            |             |
| 30   | 370.50    | Cable Clip PVC - 100pcs/pack             |               |                        |            |             |
| 30   | 448.50    | Cable Tie 100pcs/pack                    |               |                        |            |             |
| 12   | 1,040.00  | Junction Boxes Waterproof                |               |                        |            |             |
| 1    | 2,250.00  | Retractable TV Brackets 50"              |               |                        |            |             |
| 20   | 650.00    | CCTV Bracket Tube Clamp 12mmx800mm       |               |                        |            |             |
|      |           | Grand Total                              |               |                        |            |             |

For the Bids and Awards Committee:

  
AVELINA R. LAMBONAO, PhD  
BAC Chairman

**Horacio Dela Costa Elementary School**  
Bids and Awards Committee (BAC)  
B32 L2 Phase II Dela Costa Homes II  
Caloocan City

**SIR/MADAM:**

In connection with the above request. I/We submit our quotation indicated above. I/We have carefully read and fully understand the minimum requirements and agree to furnish and/or delivery in conformity with specifications any or all said articles described above.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Tax Identification No

\_\_\_\_\_  
Tel/Cellphone No

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date Accomplished

\_\_\_\_\_  
Email Address

