REQUEST FOR QUOTATION
SMALL VALUE PROCUREMENT

October 7, 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**: October 12, 2026 @ 12:00 p.m.

RFQ No: 2026-10-021 **ABC: Php 220,370.94**

Qty.	Unit cost	ITEM/DESCRIPTION	Offered Brand	Ceiling Price per unit	UNIT PRICE	TOTAL PRICE
1	220,370.94	Installation of CCTV System (12 Cameras)				
		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