



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

Date: **September 16, 2026**

PR#: **2026-08-273**

Quotation No: **G09-09**

To Interested Suppliers,

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this Request for Quotation (RFQ), signed by you or your duly authorized representative, and submit the envelope containing the same, sealed and signed addressed to the Chairman, Bids and Awards Committee, Department of Education, Division Office of Nueva Vizcaya.

Note: Please accomplish the forms properly and don't leave required information unfilled.

Quantity	Unit	Item Description	Stock No.	Estimated Cost Unit Cost	Estimated Cost
2,013	pcs	Antibacterial Liquid Hand Soap with moisturizer, 500ml with pump			
TOTAL					P241,560.00

On the basis of the above requirements and specifications, you are advised to quote your financial proposal on page 4 of this RFQ.

It is reminded that it is the prospective bidders'/providers' responsibility to verify the quoted items with the proponent/s of the activities.

For more information, you may call the BAC at CP No. 09155642573.

ADONIS C. CEPEREZ EdD, CESE
ASDS/ BAC Chairperson

Note: Please take note of the following schedules.

Date of Posting: **September 16, 2026**

Bid Opening Date: **September 21, 2026 @9:00AM**

BID TITLE: printing and delivery of reading materials for Key Stage 1 (Kindergarten to Grade 3



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya 3700
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@depd.gov.ph
Website: <https://sdonuevavizcaya.com/>

(Business Name)

(Business Address)

Date: _____

The Chairman
Bids and Awards Committee
Department of Education
Division Office Nueva Vizcaya

Sir:

This is to submit our price quotations on the above item/s, subject of this procurement:

Quantity	Unit	Item Description	Stock No.	Estimated Cost Unit Cost	Estimated Cost
2,013	pcs	Antibacterial Liquid Hand Soap with moisturizer, 500ml with pump			
TOTAL					P

It is worthy to mention that the company/business establishment understood the pertinent provisions in RA 12009 (Government Procurement Reform Act), and that is shall comply with all the procuring entity's requirements.

Very truly yours,

Email: _____
Tel. No. / CP # _____
Tax Classification: _____
VAT: _____ Non-VAT: _____

Please attach the following mandatory requirements for the Bids and Awards Committee (BAC) file:

Documentary Requirements for Small Value Procurement (SVP) (Section 53.9, RA 12009)

1. Mayor's Permit / Business Permit
 2. PhilGEPS Registration Number
 3. Income/Business Tax Return
 4. Omnibus Sworn Statement
 5. Duly sealed & accomplished RFQ
- Prices should be quoted in Philippine Peso



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Packaging of the bid documents: (Illustration below)

1. Use white long envelope (Size 10 – 4 1/8 x 9 1/2 inch)
2. Seal the envelope using scotch tape.
3. Label the envelop following the steps below:
 - a. Write the **TITLE OF THE BID** you are joining in the *upper center part* of the envelope.
 - b. Write the name of the addressee and mailing address.
 - c. Write the name of the addresser and the mailing address and cellphone/telephone number
 - d. On the lower center part of the envelope write “DON’T OPEN THE ENVELOPE BEFORE THE SCHEDULED BID OPENING”

ENVELOPE

The diagram illustrates the layout of a bid envelope with the following sections and labels:

- Addresser**
Mailing address
Cellphone/Telephone Number
- TITLE OF THE BID**
- Addressee and mailing address**
- DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF NUEVA VIZCAYA
Bayombong, Nueva Vizcaya**
- DON'T OPEN THE ENVELOPE BEFORE THE SCHEDULED BID
OPENING**
- Date Posted:**
- Bid Opening Date:**