



Republic of the Philippines
Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

Date: **September 3, 2026**

PR#: **2026-08-276**

Quotation No: **G08-05**

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
		Masonry Works			
4.48	sq.m.	Plain Cement Plaster Finish			
		Fabricated Materials and Hardware			
1.00	set	Removal of Doors			
13.44	sq.m.	Removal of Windows			
2.10	sq.m.	Wooden Panel Door			
13.44	sq.m.	Analok-Framed Awning/Sliding Glass Window			
		Painting Works			
8.64	sq.m.	Masonry Painting			
3.65	sq.m.	Wooden Painting			
TOTAL					₱271,597.69

On the basis of the above requirements and specifications, you are advised to quote your financial proposal on page 3 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.

BID TITLE: For the repair/replacement of existing damaged door and windows of SDS and ASDS quarters



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

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 3, 2026**

Bid Opening Date: **September 7, 2026 @9:00AM**



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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
		Masonry Works			
4.48	sq.m.	Plain Cement Plaster Finish			
		Fabricated Materials and Hardware			
1.00	set	Removal of Doors			
13.44	sq.m.	Removal of Windows			
2.10	sq.m.	Wooden Panel Door			
13.44	sq.m.	Analok-Framed Awning/Sliding Glass Window			
		Painting Works			
8.64	sq.m.	Masonry Painting			
3.65	sq.m.	Wooden Painting			
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 it 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**
- DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF NUEVA VIZCAYA
Bayombong, Nueva Vizcaya**
- ADDRESSEE AND MAILING ADDRESS** (indicated by an arrow from a separate box)
- DON'T OPEN THE ENVELOPE BEFORE THE SCHEDULED BID OPENING**
- Date Posted:**
- Bid Opening Date:**

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PROGRAM OF WORKS

BILL OF QUANTITIES

REPAIR 2026 - II - NUEVA VIZCAYA - 003

School	Schools Division Office of Nueva Vizcaya			Date:	Budget Allocation/Funding Source: 271,587.63 Div.MOOE 2026			
Division	Region - II			Engineering and Administrative Overhead:	-			
Region	Project Title:			Approved Budget for the Contract:	-			
REPAIR OF DOORS AND WINDOWS AT SDS AND ASDS Quarters				Completion Period:	Calendar Days			
				Minimum Required Manpower:				
				Skilled Worker Helper				
Location: SDO Nueva Vizcaya, Bayombong, Nueva Vizcaya				Minimum Required Equipment:				
Project Description: Replacement of main door at SDS Quarters and replacement of all dilapidated steel casement windows into analok framed awning type windows, two-pane, with 6mm and 4mm tempered and frosted glass panels with aluminum screen, complete with fittings and accessories.				Hand Tools		Service Vehicle		
				Welding Machine		Power Tools		
				3.48				
Item No.	Description	% of Total	Unit	Quantity	Direct Cost		Adjusted Unit Cost	Adjusted Total Cost
(1)	(2)	(3)	(4)	(5)	Total Cost	Unit Cost	(6)	(9)
5.0000	Masonry Works						(5) / (5)	
5 (d)	Plain Cement Plaster Finish		sq m	4.48				
6.0000	Fabricated Materials and Hardware							
6 (a)	Removal of Doors		set	1.00				
6 (b)	Removal of Windows		sq m	13.44				
6 (d)	Wooden Panel Door		sq m	2.10				
6 (f)	Analok-Framed Awning Type Glass Window		sq m	13.44				
13.0000	Painting Works							
13 (a)	Masonry Painting		sq m	8.64				
13 (c)	Wooden Painting		sq m	3.65				

Item No.	Description	% of Total	Unit	Quantity	Direct Cost		Adjusted Unit Cost	Adjusted Total Cost
					Total Cost	Unit Cost		
					-		Total Construction Cost	

Prepared by

(Name and Signature of Contractor)

Date _____

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PROGRAM OF WORKS

DETAILED COST ESTIMATE

(TOTAL CONSTRUCTION COST/ ABC)
REPAIR 2026 - II - NUEVA VIZCAYA - 003

PROJECT REPAIR OF DOORS AND WINDOWS AT SDS ANDASDS QUARTERS

SDO SDO NUEVA VIZCAYA

LOCATION Bayombong, Nueva Vizcaya

OWNER DEPARTMENT OF EDUCATION

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		VAT (5%)	TOTAL INDIRECT COST	ADJUSTED TOTAL COST	ADJUSTED UNIT COST
					OCM	PROFIT	%	VALUE				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
							(6) + (7)	(5) x (8)	5% [(5) + (9)]	(9) + (10)	(5) + (11)	(12) / (3)
5.0000	Masonry Works											
5 (d)	Plain Cement Plaster Finish	4.48	sq.m.									
6.0000	Fabricated Materials and Hardware											
6 (a)	Removal of Doors	1.00	set									
6 (b)	Removal of Windows	13.44	sq.m.									
6 (d)	Wooden Panel Door	2.10	sq.m.									
6 (f)	Asakak-Framed Airing Type Glass Window	13.44	sq.m.									
13.0000	Painting Works											
13 (a)	Masonry Painting	8.64	sq.m.									
13 (b)	Wooden Painting	3.65	sq.m.									
	TOTAL CONSTRUCTION COST											

Prepared by:

Name and Signature of Contractor

Date _____

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DETAILED UNIT PRICE ANALYSIS

Project : REPAIR OF DOORS AND WINDOWS AT SDS/ASDS QUARTERS

Location: SDO Nueva Vizcaya, Bayombong, Nueva Vizcaya

Item: 5 (d)

Description: Plain Cement Plaster Finish

Quantity: 4.48
Output per hour:
Unit: sq. m.

A.	Designation of Personnel	No. of Person	No. of Hours	Hourly Rate	Amount
	Construction Foreman	1			
	Skilled Laborer	1			
	Unskilled Laborer	2			
Sub-Total (Labor)					Php
B.	Name / Capacity (Equipment)	No. of Units	No. of Hours	Hourly Rate	Amount
Sub-Total (Equipment)					Php -
C.	Name / Specification (Materials)	Unit	Quantity	Unit Cost	Amount
	Portland Cement (40kg/bag)	bag	2.00		
	Screened Sand, S1	cu.m.	0.12		
Sub-Total (Materials)					Php
D.	Direct Cost (A+B+C)				Php
E.	Overhead,Contingencies and Miscellaneous (OCM)				% of D.
F.	Contractor's Profit				% of D.
G.	Value Added Tax (VAT)				5% of (D+E+F)
H.	Adjusted Total Cost (D+E+F+G)				Php
I.	Adjusted Unit Cost (H/Quantity)				Php

Letterhead

DETAILED UNIT PRICE ANALYSIS

Project : REPAIR OF DOORS AND WINDOWS AT SDS/ASDS QUARTERS

Location: SDO Nueva Vizcaya, Bayombong, Nueva Vizcaya

Item: 6 (d)

Description: Wooden Panel Door

Quantity: 2.10

Output per hour:

Unit: sq m

A.	Designation of Personnel	No. of Person	No. of Hours	Hourly Rate	Amount
	Construction Foreman	1			
	Skilled Laborer	1			
	Unskilled Laborer	1			
Sub-Total (Labor)					Php
B.	Name / Capacity (Equipment)	No. of Units	No. of Hours	Hourly Rate	Amount
Sub-Total (Equipment)					Php
C.	Name / Specification (Materials)	Unit	Quantity	Unit Cost	Amount
	0.80m x 2.10m pre-fabricated wooden panel door complete with fittings and accessories (hinges and heavy-duty hydraulic door closer)	set	1.00		
	Heavy duty main door lockset	set	1.00		
Sub-Total (Materials)					Php
D.	Direct Cost (A+B+C)				Php
E.	Overhead,Contingencies and Miscellaneous (OCM)				% of D.
F.	Contractor's Profit				% of D.
G.	Value Added Tax (VAT)				5% of (D+E+F)
H.	Adjusted Total Cost (D+E+F+G)				Php
I.	Adjusted Unit Cost (H/Quantity)				Php



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DETAILED UNIT PRICE ANALYSIS

Project : REPAIR OF DOORS AND WINDOWS AT THE SDS AND ASDS QUARTERS

Location: SDO Nueva Vizcaya, Bayombong, Nueva Vizcaya

Item: 6 (i)

Description: Analok-Framed Awning Type Glass Window

Quantity: 13.44

Output per hour:

Unit: sq.m

A.	Designation of Personnel	No. of Person	No. of Hours	Hourly Rate	Amount
	Installation only:				
	Construction Foreman	1			
	Skilled Laborer	1			
	Unskilled Laborer	1			
Sub-Total (Labor)					Php
B.	Name / Capacity (Equipment)	No. of Units	No. of Hours	Hourly Rate	Amount
	Minor Tools (10% of labor Cost)				
Sub-Total (Equipment)					Php
C.	Name / Specification (Materials)	Unit	Quantity	Unit Cost	Amount
	2 units W2 - 1.20m x 0.85m Pre-fabricated analok-framed awning-type windows with 1/4" tempered frosted glass panels, with aluminum mesh screen, complete with fittings and accessories (hinges, awning operators, handles, locking mechanism hardware, friction stays and weatherstripping)	sq.m.	2.04		
	4 units W4 - 2.40m x 1.20m Pre-fabricated anodized analok thermally broken framed awning type window with 6mm & 4mm thick tempered asymmetric double-glazed frosted glass panels, with aluminum mesh screen, complete with fittings and accessories (hinges, awning operator, handles, locking mechanism, friction stays and weatherstripping)	sq.m.	11.52		
Sub-Total (Materials)					Php
D.	Direct Cost (A+B+C)				Php
E.	Overhead,Contingencies and Miscellaneous (OCM)			% of D.	
F.	Contractor's Profit			% of D.	
G.	Value Added Tax (VAT)			5% of (D+E+F)	
H.	Adjusted Total Cost (D+E+F+G)				Php
I.	Adjusted Unit Cost (H/Quantity)				Php

Letterhead

DETAILED UNIT PRICE ANALYSIS

Project : REPAIR OF DOORS AND WINDOWS AT THE SDS AND ASDS QUARTERS

Location: SDO Nueva Vizcaya, Bayombong, Nueva Vizcaya

Item: 13 (b)

Description: **Wooden Painting**
(3 coats)

Quantity: 3.65

Output per hour:

Unit: sq.m

A.	Designation of Personnel	No. of Person	No. of Hours	Hourly Rate	Amount
	Construction Foreman	1			
	Skilled Laborer	1			
	Unskilled Laborer	1			
Sub-Total (Labor)					Php
B.	Name / Capacity (Equipment)	No. of Units	No. of Hours	Hourly Rate	Amount
	Minor Tools (10% of Labor Cost)				
Sub-Total (Equipment)					Php
C.	Name / Specification (Materials)	Unit	Quantity	Unit Cost	Amount
	Sanding Sealer	liter	1		
	Oil-based Wood Stain	qrt	0.25		
	Clear Varnish, Polyurethane	liter	1		
	Lacquer Thinner	liter	1		
	Wood Putty (250 g/pack)	pack	1		
	Putty knife	pc	1		
	Paint brush, 4"	pc	2		
	paint brush 2"	pc	1		
	Coarse Sandpaper (180 or 220-grit grit)	pc	2		
	Fine Sandpaper (400-grit)	pc	1		
	Masking Tape	roll	1		
Sub-Total (Materials)					Php
D.	Direct Cost (A+B+C)				Php
E.	Overhead,Contingencies and Miscellaneous (OCM)				% of D.
F.	Contractor's Profit				% of D.
G.	Value Added Tax (VAT)				5% of (D+E+F)
H.	Adjusted Total Cost (D+E+F+G)				Php
I.	Adjusted Unit Cost (H/Quantity)				Php

Letterhead

DETAILED UNIT PRICE ANALYSIS

Project : REPAIR OF DOORS AND WINDOWS AT THE SDS AND ASDS QUARTERS

Location: SDO Nueva Vizcaya, Bayombong, Nueva Vizcaya

Item: 14 (a)

Description: Removal of Doors

Quantity: 1.00

Output per hour:

Unit: set

A.	Designation of Personnel	No. of Person	No. of Hours	Hourly Rate	Amount
	Construction Foreman	1			
	Skilled Laborer	1			
	Unskilled Laborer	1			
Sub-Total (Labor)					Php
B.	Name / Capacity (Equipment)	No. of Units	No. of Hours	Hourly Rate	Amount
Sub-Total (Equipment)					Php
C.	Name / Specification (Materials)	Unit	Quantity	Unit Cost	Amount
Sub-Total (Materials)					Php
D.	Direct Cost (A+B+C)				Php
E.	Overhead,Contingencies and Miscellaneous (OCM)				% of D.
F.	Contractor's Profit				% of D.
G.	Value Added Tax (VAT)				5% of (D+E+F)
H.	Adjusted Total Cost (D+E+F+G)				Php
I.	Adjusted Unit Cost (H/Quantity)				Php

Letterhead

DETAILED UNIT PRICE ANALYSIS

Project : REPAIR OF DOORS AND WINDOWS AT THE SDS AND ASDS QUARTERS

Location: SDO Nueva Vizcaya, Bayombong, Nueva Vizcaya

Item: 13 (a)

Description: Masonry Painting
(2 coatings)

Quantity: 8.64

Output per hour:

Unit: sq.m

A.	Designation of Personnel	No. of Person	No. of Hours	Hourly Rate	Amount
	Construction Foreman	1			
	Skilled Laborer	1			
	Unskilled Laborer	1			
Sub-Total (Labor)					Php
B.	Name / Capacity (Equipment)	No. of Units	No. of Hours	Hourly Rate	Amount
Sub-Total (Equipment)					Php -
C.	Name / Specification (Materials)	Unit	Quantity	Unit Cost	Amount
	Odorless Flat Acrylic Latex Paint, White	gal	0.40		
	Odorless Semi-Gloss Latex Paint, White	gal	0.40		
	Odorless Acrylic Tinting Color, Raw Sienna	pint/can	1.00		
	Paint brush 4"	pc	1.00		
	Paint brush 2"	pc	1.00		
Sub-Total (Materials)					Php
D.	Direct Cost (A+B+C)				Php
E.	Overhead,Contingencies and Miscellaneous (OCM)				% of D.
F.	Contractor's Profit				% of D.
G.	Value Added Tax (VAT)				5% of (D+E+F)
H.	Adjusted Total Cost (D+E+F+G)				Php
I.	Adjusted Unit Cost (H/Quantity)				Php

Letterhead

DETAILED UNIT PRICE ANALYSIS

Project : REPAIR OF DOORS AND WINDOWS AT THE SDS AND ASDS QUARTERS

Location: SDO Nueva Vizcaya, Bayombong, Nueva Vizcaya

Item: 14 (a)

Description: Removal of Windows

Quantity: 13.44
Output per hour:
Unit: sq.m.

A.	Designation of Personnel	No. of Person	No. of Hours	Hourly Rate	Amount
	Construction Foreman	1			
	Skilled Laborer	1			
	Unskilled Laborer	1			
Sub-Total (Labor)					Php
B.	Name / Capacity (Equipment)	No. of Units	No. of Hours	Hourly Rate	Amount
Sub-Total (Equipment)					Php
C.	Name / Specification (Materials)	Unit	Quantity	Unit Cost	Amount
Sub-Total (Materials)					Php
D.	Direct Cost (A+B+C)			Php	
E.	Overhead,Contingencies and Miscellaneous (OCM)			9% of D.	
F.	Contractor's Profit			8% of D.	
G.	Value Added Tax (VAT)			5% of (D+E+F)	
H.	Adjusted Total Cost (D+E+F+G)			Php	
I.	Adjusted Unit Cost (H/Quantity)			Php	