



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY

REQUEST FOR QUOTATION

2025-SV-014

The Department of Education (DepEd) – Schools Division Office of Lucena City (SDO Lucena) through its Bids and Awards Committee (BAC), will undertake a **PROCUREMENT OF DIAL TYPE WEIGHING SCALE FOR THE MONITORING OF NUTRITIONAL STATUS OF LEARNERS** of SDO-Lucena City in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project: **PROCUREMENT OF DIAL TYPE WEIGHING SCALE FOR THE MONITORING OF NUTRITIONAL STATUS OF LEARNERS**

Approved Budget for the Contract: **SIX HUNDRED SEVENTY-SIX THOUSAND PESOS only, Philippine Currency (P676,000.00)**

Specification/s: See attached Annex “A” Purchase Request for the Technical Specifications

Location: Lucena City Teachers and Employees Conference Center (LCTECC), Lucena West I ES Compound, Ilayang Iyam, Lucena City

Delivery Term: Within thirty (30) calendar days upon receipt of Notice to Proceed

LOT	Item and Descriptions/Technical Specifications	Quantity and Unit of Measure	Approved Budget for the Contract (ABC) in PhP	Total Price in Pesos
PROCUREMENT OF DIAL TYPE WEIGHING SCALE FOR THE MONITORING OF NUTRITIONAL STATUS OF LEARNERS				
	DIAL TYPE WEIGHING SCALE <i>Specifications</i> Weight and height measuring scale Capacity: 300 lbs.	130 pcs.	P676,000.00	

Clearly designed, easy to read dial Low platform Platform covered with non-slip mat for safe footing Load platform area (LxW) 375x275mm Measurement (LxWxH) 695x286x930mm Metal Frame Delivery: One time delivery to Schools Division Office			
Total		P676,000.00	

Interested suppliers are required to submit their valid and current PhilGEPS Platinum Membership/Red Membership, Mayor's permit, Business Permit, Updated Tax Clearance upon submission of quotation. For corporation, a registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document shall also be submitted.

For sole proprietorship, should the owner/sole proprietor himself/herself is not available on the opening of the bids, an authorized representative may attend the opening of bids provided such representative has a letter of authority or a Special Power of Attorney clearly specifying the project name being entered, along with a valid identification document. For partnership, corporation and cooperative, a secretary certificate / resolution to represent the company/cooperative is needed.

Should you wish to submit your bids through electronic mail (email), you may send the same to bac.lucenacity@deped.gov.ph with the subject **PROCUREMENT OF DIAL TYPE WEIGHING SCALE FOR THE MONITORING OF NUTRITIONAL STATUS OF LEARNERS**. Kindly take note that the attached pertinent documents in the email shall be encrypted with password and in Portable Document Format (PDF) only.

There shall only be two (2) pertinent documents to be attached. The legal and technical components (PhilGEPS Platinum Membership/Red Membership, Mayor's permit, Business Permit, DTI/SEC, Updated Tax Clearance) shall be separated with the financial component (filled in bid form / RFQ). Zipping the said documents or embedding the same in a third-party application such as but not limited to WinRAR is strictly prohibited. The bidder shall also provide the password for decryption when it submitted the same through email. The emailed bid will only be decrypted during the opening of the RFQ. If the submitted online bid is not password protected, password for decryption was not provided, pertinent documents are not in PDF format, or zipped in one folder, it would not be opened during the Opening of bids and shall be immediately declared Disqualified (DQ).

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if these are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before **August 11, 2025, 11:00 in the morning**. Please submit your quotation in a sealed and signed envelope addressed to:

EDENIA O. LIBRANDA

BAC Chairperson

Bids and Awards Committee

DepEd, Division of Lucena City

West 1 ES Compound, ML Tagarao Ext.,

Ilayang Iyam Lucena City, Quezon

For inquiries, you may contact us at (042) 421-4161 (loc. 240); bac.lucenacity@deped.gov.ph or look for Ms. Andrea Tongo.

Very truly yours,


EDENIA O. LIBRANDA
BAC Chairperson

This is to submit the quotations as indicated above subject to the terms and conditions of this RFQ.

Supplier's Business Name:				TIN.:	
Address:					
Telephone No.:		Fax No. :		Email address	
Supplier's Authorize Representative's Signature Over Printed Name:				Date:	