



Republic of the Philippines
Department of Education
 Region V (Bicol)
SCHOOLS DIVISION OF CATANDUANES
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Quotation No/PR No. **23-11-009**

Date: **November 13, 2023**

To all Eligible Suppliers:

I. Please quote your lowest price inclusive of VAT on the item listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative in a sealed envelope not later than **November 15, 2023**. Write the Quotation No./PR No. in front of your sealed envelope and submit to DepEd, Division of Catanduanes, Virac, Catanduanes. Prospective supplier shall be responsible to verify the quoted items from DepEd, Catanduanes.


MA. LUISA T. DELA ROSA
 BAC Chairman

Item No.	ITEMS & DESCRIPTION	Quantity	Statement of Compliance ("State Comply" or "Not Comply")	UNIT PRICE	TOTAL PRICE
1.	Paper, Multi-purpose, A4	40 bxs.			
2.	Paper, Multi-purpose, legal	10 bxs.			
3.	003 ink, black	20 btl.			
4.	003 ink, blue	10 btl.			
5.	003 ink, yellow	10 btl.			
6.	003 ink, magenta	10 btl.			
7.	664 ink, magenta	20 btl.			
8.	664 ink, blue	20 btl.			
9.	664 ink, yellow	20 btl.			
10.	664 ink, black	30 btl.			
11.	Folder with tab, long	100 pcs.			
12.	Sign pen, black	40 pcs.			
13.	Correction tape	30 pcs.			
14.	Record book, 300 pages	10 pcs.			
15.	Record book, 50 pages	10 pcs.			
16.	Dater stamp, self-inking	2 pcs.			
17.	RECEIVED stamp, self-inking	2 pcs.			
18.	RELEASED stamp, self-inking	2 pcs.			
19.	CERTIFIED TRUE COPY stamp, self-inking	2 pcs.			
20.	Facsimile (CESMENDA A. BORROMEO)	1 pc.			
21.	Rubber bank, no. 18	20 bxs			
22.	Clip, backfold, 50mm	20 bxs			
23.	Paper clip, plastic coated, jumbo, 500mm	50 bxs.			
24.	Staple wire no. 35	10 bxs.			
25.	Utility box	9 pcs.			
	Office Supplies of Pandan School of Arts and Trades				
	ABC=Php126,660.55				

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

Supplier's Company Name: _____ TIN No. _____
Address: _____
Telephone No.: _____ Fax No. _____ E-mail: _____
Supplier's Authorized Representative
Signature over Printed Name: _____ Date: _____

II. Terms and Conditions:

A. Submission of Requirement

1. Sealed quotation and other requirement stated below shall be submitted to the Bids and Awards Committee (BAC) at DepEd, Division Office, Division of Catanduanes, Virac, Catanduanes.
2. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation. Statement of Compliance must be accomplished by supplier.
 - b. PhilGEPS Registration Certificate
 - c. Valid Mayor's Permit
 - d. Tax Clearance Certificate

B. Award

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

C. Delivery

1. Delivery of goods shall be made within 30 calendar days from date of receipt of Purchase Order.
2. Deliverables shall be delivered to the DepEd, Division Office, Virac, Catanduanes, hereto defined as Project Site, costs to the account of supplier. Risk and title pass from the supplier to the purchaser upon receipt and final acceptance of the Goods at Project Site.
3. Upon delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents to the purchaser:
 - i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price and total prices
 - ii. Original and 4 copies of Delivery Receipts
 - iii. Original Statement of Accounts
 - iv. Approved Purchase Order
 - v. Warranty Certificate

D. Evaluation of Quotations

Quotation shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Technical Specifications
3. Price

E. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/equipment, and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick-up the purchase order issued in its favor within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
3. Supplier who accepted a purchase order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 9184 and its IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise and other taxes and revenue charges shall be paid by the supplier.
6. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

F. Inspection

1. All deliveries by supplier shall be subject to inspection, and acceptance by the DepEd Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

G. Liquidated Damages

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods.

H. Warranty

Warranty shall be for a period of six (6) months for supplies and materials, and one (1) year in case of equipment reckoned from date of acceptance of the goods at project site.

I. Payment

One hundred percent (100%) of the contract price shall be paid to the supplier after acceptance of the goods at project site and submission of the documents provided under C. Delivery

After having carefully read and accepted your Request for Quotation and its Terms and Condition, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirement. The corresponding Award on Purchase Order shall be accepted by us at any time before expiration of this period.

Canvassed By: _____

Date: _____