



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

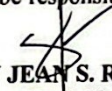
REQUEST FOR QUOTATION

Quotation No/PR No. **111**

Date: **May 1, 2024**

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 **May 6, 2024**. 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.


MARY JEAN S. ROMERO
Acting BAC Chairman

Item No.	ITEMS & DESCRIPTION	Quantity	Statement of Compliance ("State Comply" or "Not Comply")	UNIT PRICE	TOTAL PRICE
1.	Alambrilyo	4 kls			
2.	Big plastic bilao black	13 pcs			
3.	A4 coupon bond S20	10 rms			
4.	Short coupon bond	20 rms			
5.	Long coupon bond	11 rms			
6.	Vellum paper	55 pack			
7.	Folder short A4	100 pc			
8.	FO-GELB08 0.5/0.7 Ball pen 12's Blue ball pen	2 bxs			
9.	FO-GELB08 0.5/0.7 Ball pen 12's Black Ball pen	2 bxs			
10.	#2 Pencil (1 box/12 pcs) Class A	2 bxs			
11.	A4 Certificate Holder	30 pcs			
12.	Plastic Clip Board A4	7 pcs			
13.	Plastic Twine Straw	20 pcs			
14.	Cardboard with black and white 1/2 size	10 pcs			
15.	Cardboard with black and white 1/4 size	10 pcs			
16.	Plastic labo assorted color- 1 bundle red, 1 bundle yellow, 1 bundle blue, 1 bundle green	4 bundles			
17.	Steel scissors K25 heavy duty	12 pcs			
18.	Big gun tacker (10mm)	2 pcs			
19.	Gun tacker wires (10mm)	10 bxs			
20.	50R-stapler with remover original	4 pcs			
21.	Staple wire No. 35	5 bxs			
22.	Thumbtacks (24 pcs box)	1 bx			
23.	20 Pads solid headed steel pins	1 bx			
24.	Flower assorted colors- plastic bundle	30 pcs			
25.	Garbage bin- 18 liters	8 pcs			
26.	Universe socket adapter 250V 10A	5 pcs			
27.	Electric Stand fan	3 pcs			
28.	Plywood 3/4	3 pcs			
29.	Plywood 1/4	5 pcs			

30.	Portable stove with cylinder butane	10 sets			
31.	LPG tank with gas 11 kgs	1 pc			
32.	Water dispenser (hot and cold)	1 pc			
33.	Cartolina color-red	1 doz			
34.	Cartolina color-yellow	1 doz			
35.	Cartolina color-pink	1 doz			
36.	Cartolina color-light blue	1 doz			
37.	Cartolina color-orange	1 doz			
38.	Creppe paper- red	1 doz			
39.	Creppe paper- white	1 doz			
40.	Creppe paper- yellow	1 doz			
41.	Creppe paper- pink	1 doz			
42.	Elmers glue (130 g)	5 pcs			
43.	Sakolin 12ft	1 roll			
44.	Hand towel	3 doz			
45.	LED flood light 150 watts	10 pcs			
46.	60 cm stainless steel basin	3 pcs			
47.	Water storage 65 liters	3 pcs			
48.	Window lace curtain with ring	8 pcs			
49.	Aqua blue plain makapal curtain	8 pcs			
50.	Pail with cover 10 liters	6 pcs			
51.	Water proof table cloth matte mantle	10 yards			
52.	Water dipper (tabo)	12 pcs.			
53.	205 liters master/storage box	6 pcs			
54.	4.7 wide transparent tape	10 pcs			
55.	Detergent powder 65 grams (12 pcs/doz)	2 doz			
56.	Lapel	4 pcs			
Office supplies for 18th Regional ALS Out-Of School Youth/Adults (ALS OSYs/OSAs) Encampment					
ABC=Php121,853.00					

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
 - a. Original and 4 copies of Delivery Receipts
 - iii. Original Statement of Accounts
 - iv. Approved Purchase Order

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: _____