



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

REQUEST FOR QUOTATION

The **Department of Education Region IV-A (CALABARZON) through its Bids and Awards Committee**, intends to procure **“COMMONLY USED SUPPLIES FOR THE REGIONAL OFFICE”** in accordance with Alternative Method of Procurement under Section 52 (Shopping) or Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **SIXTY-THREE THOUSAND FIVE HUNDRED ELEVEN PESOS (Php63,511.00).**

Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom/last page of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than May 13, 2022 at 9:00 A.M.** at the BAC Secretariat, DepEd Region IV-A CALABARZON, Gate 2 Karangalan Village, Cainta, Rizal. **Quotations may also be submitted through facsimile or email at the address and contact numbers indicated below.**

A copy of your 2022 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal.

Also, please provide a copy of your **Department of Tourism (DOT) Certificate of Authority to Operate and Safety Seal Certificate** for hotels, including staycation hotels.

Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

For any clarification, you may contact us at telephone no. **02-8682-5773; 8684-4914; or 8647-7487** or e-mail address at **bac.calabarzon@deped.gov.ph**


CHERRYLOU D. REPIA
BAC Chairperson

In case of recently expired Mayor’s/Business permit, it shall be accepted together with its Official Receipt that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after the award of contract but



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the Notarized Omnibus Sworn Statement shall be submitted after the award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.

Date: _____

Name of Company:	
Address:	
Name of Store/Shop (if applicable):	
TIN:	
PhilGEPS Registration Number:	

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly, accurately and completely.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

TECHNICAL SPECIFICATION

1. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.
2. Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each Specification.

Item	Description	Total QTY	Bidder's Statement of Compliance	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
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1	Ballpen Black (Php7.00)	200 PCS			
2	Ballpen My Gelpen Dong-A. 5, Black (Php26.00)	50 PCS			
3	Correction Tape PLUS Whiper MR 5mmx6m (Php120.00)	40 PCS			
4	DVD RW Sky 700mb (Php25.00)	25 PCS			
5	Envelope, Brown Long (Php5.50)	100 PCS			
6	Envelope, Expanding long, Green (Php30.00)	80 PCS			
7	Fold Back Clip Metal 50mm 2" 12's (Php128)	2 Boxes			
8	Fold Back Clip Metal 25mm 1" 4's (Php22.00)	50 Packs			
9	Elmers Glue 130gms (Php60.00)	25 PCS			
10	Masking Tape 1" x 25m Bestbuy (Php50.00)	50 PCS			
11	Masking Tape 2" x 25m Bestbuy (Php95.00)	30 PCS			
12	Masking Tape 3" x 25m Bestbuy (Php135.00)	25 PCS			
13	Packing tape 3" 72mm x 30 Bestbuy (Php 40)	25 PCS			
14	Paper Clips Colored Big 50grm No. 50 50mm (Php60.00)	25 Boxes			
15	Paper Clips Colored small 50grm No.3 33mm (Php29.00)	25 Boxes			
16	Pencil Sharpener Carl Angel-5 (Php630.00)	10 PCS			
17	Pentel Pen Pilot Fine (Php48.00)	20 PCS			
18	Record Book 300 pp Advance (Php75.00)	15 PCS			
19	Ring Binder PVC 1 1/8 Diameter (Php60.00)	15 PCS			
20	Rubber band Flat 450 gms thick size, Arco (Php260.00)	25 Boxes			
21	Scotch Tape 1" 1" x 50m Bestbuy (Php28.00)	20 PCS			
22	Scotch Tape 1/2" diameter 1/2" x 50m Bestbuy	20 PCS			

	(Php15.00)				
23	Sign Pen Beifa liquidly .5 pen, Black (Php40.00)	75 PCS			
24	Sign Pen Pilot, Rollerball Pen V10, Blue (Php90.00)	100 PCS			
25	Stapler Max w/ remover HD-50/50R (Php545.00)	15 PCS			
26	TAPE Dispenser Long Life (Php135.00)	6 PCS			
TOTAL COST:			Php		

**The above quoted prices are inclusive of all costs and applicable taxes.*

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.

Item	Description	Total Quantity	Delivery

FINANCIAL OFFER

Approved Budget for the Contract	Your Total Offered Quotation
Php 63,511.00	In words:
	In figures:
<u>Payment Details:</u>	Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfilment of other obligations as stipulated in the contract as well as upon inspection and acceptance of the goods by the end user.
Banking Institution	
Account Number	

Account Name	
Branch	

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of sixty (60) calendar days from the date of submission of quotation.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the Lowest Calculated and Responsive Quotation (for goods and infrastructure) or, the Highest Rated Offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The Department of Education Region 4A shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DBM shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Department of Education Region IV-A shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone Number

Fax/Mobile Number

E-mail address/es