



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 **“COMPUTER PRINTER INK FOR THE REGIONAL OFFICE”** in accordance with Alternative Method of Procurement under **X 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 **TWO HUNDRED FORTY-ONE THOUSAND SEVENTY-ONE PESOS AND 44/100 (Php241,071.44).**

THE PROCUREMENT OF THE LISTED GOODS SHALL BE IN LOTS. Bidders may bid in any or all lots. Bids that exceed the ABC of each lot shall automatically be disqualified.

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 20, 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



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

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 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. 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.

LOT	Description	Total	Bidder's	Unit	Total
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		QTY	Statement of Compliance	Cost (VAT Inclusive)	Cost (VAT Inclusive)
1	Computer Ribbon Brother LC 39 (Black) (Php1,056.00)	6 PCS			
2	Computer Ribbon Brother LC 39 (Cyan) (Php742.50)	6 PCS			
3	Computer Ribbon Brother LC 39 (Magenta) (Php742.50)	6 PCS			
4	Computer Ribbon Brother LC 39 (Yellow) (Php742.50)	6 PCS			
5	Computer Ribbon EPSON 8750(LX-300 + II) (Php195.00)	6 PCS			
6	Laser jet Pro toner 1566/1606 CE 278 A Black (Php4,400.00)	2 CART			
7	Laser jet Samsung MLT-D203L(Php6,858.50)	2 CART			
8	HP Advantage Printer 2135 Black #680 (Php462.00)	15 CART			
9	HP Advantage Printer 2135 Color #680 (Php781.00)	15 CART			
10	EPSON L220 Black #664 (Php418.00)	6 Bot			
11	EPSON L220 Cyan #664 (Php202.74)	6 Bot			
12	EPSON L220 Magenta #664 (Php430.00)	6 Bot			
13	EPSON L220 Yellow #664 (Php430.00)	6 Bot			
14	Deskjet Ink Black, HP 704 (Php660.00)	3 CART			
15	Deskjet Ink Colored HP (Php660.00)	3 CART			
16	Deskjet Ink Black, HP 678 (Php781.00)	15 CART			
17	Deskjet Ink Colored, HP 678 (Php781.00)	15 CART			
18	Deskjet Ink Canon Black # 810 (Php1,342.00)	3 CART			

19	Deskjet Ink Canon Color # 811 (Php1,215.00)	3 CART			
20	Epson T- 7741 Black (Php705.00)	15 Bot			
21	Laser Toner Samsung MLT D209-2855 (Php7,580.00)	2 CART			
22	HP Deskjet GT 51 Black (Php295.00)	20 Bot			
23	HP Deskjet GT 51 Cyan(Php473.00)	20 Bot			
24	HP Deskjet GT 51 Yellow (Php473.00)	20 Bot			
25	HP Deskjet GT 51 Magenta (Php473.00)	20 Bot			
26	Epson L-4150-001B127 ML (Php550.00)	20 Bot			
27	Epson L-4150-001C 70ML (Php429.00)	20 Bot			
28	Epson L-4150-001Y 70ML (Php363.00)	20 Bot			
29	Epson L-4150-001M 70ML (Php363.00)	20 Bot			
30	Epson L3110 Black 003(Php261.80)	15 Bot			
31	Epson L3110 Cyan 003 (Php294.80)	15 Bot			
32	Epson L3110 Magenta 003 (Php294.80)	15 Bot			
33	Epson L3110 Yellow 003 (Php294.80)	15 Bot			
34	Canon 71 Black (Php520.00)	3 Bot			
35	Canon 71 Cyan (Php425.00)	3 Bot			
36	Canon 71 Magenta (Php425.00)	3 Bot			
37	Canon 71 Yellow (Php425.00)	3 Bot			
38	Epson 103 Black (Php650.00)	5 Bot			
39	Epson 103 Cyan (Php550.00)	5 Bot			
40	Epson 103 Magenta (Php550.00)	5 Bot			
41	Epson 103 Yellow (Php550.00)	5 Bot			
42	Epson 101 Black (Php650.00)	5 Bot			
43	Epson 101 Cyan (Php550.00)	5 Bot			
44	Epson 101 Magenta (Php550.00)	5 Bot			

45	Epson 101 Yellow (Php550.00)	5 Bot			
TOTAL COST:		Php			

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

<u>SCHEDULE OF REQUIREMENTS</u>			
The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.			
LOT	Description	Total Quantity	Delivery
			7 Calendar Days upon receipt of the Purchase Order

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php 241,071.44	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