



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 **“PLAQUES AND TARPAULIN FOR THE 2022 STAKEHOLDERS APPRECIATION AND SUMMIT ON DECEMBER 8-9, 2022”** 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 **ONE HUNDRED SIXTY-TWO THOUSAND FIVE HUNDRED PESOS (Php162,500.00)**.

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 NOVEMBER 25, 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.

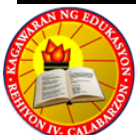
Also, please provide a copy of your **Department of Tourism (DOT) Certificate of Authority to Operate and Safety Seal Certificate** for hotels, including staycation hotels.

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	Unit Cost (VAT	Total Cost (VAT
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			Compliance	Inclusive)	Inclusive)
1	PLAQUES (9" x 6") (Php1,500.00/pc)	107 pcs			
2	TARPAULIN (12 ft X 8 ft) (Php2,000.00/pc)	1 pc			

Specifications (from end user):



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DRAWING TEMPLATE

Present this

Plaque of Recognition

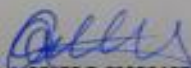
to

NAME OF STAKEHOLDER


Address of the stake holder

In recognition of its service beyond measure by being a partner in the implementation of Region IV-A Basic CALABARZON Learning Recovery Plan.

Given this 9th Day of December 2022 during the
CY 2022 STAKEHOLDER APPRECIATION AND EDUCATION SUMMIT
held at Venue Complete Address.



ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director




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


9x6" Glass
Plaque

3x2" Wood
Base

PROJECT TITLE:	PREPARED BY:	CHECKED BY:	APPROVED BY:	DATE/REVISION:
SUMMIT 2022 PLAQUE DESIGN	EMIL O. REAMELLO Illustrator II	BERNARDO C. PASUAL PDO IV	EDUARDA M. LAPANZA Chief-OSRD	11/17/2022 Revision No. 0



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NO-ESSD-P014

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Effectivity	09.30.21	Page	1 of 1



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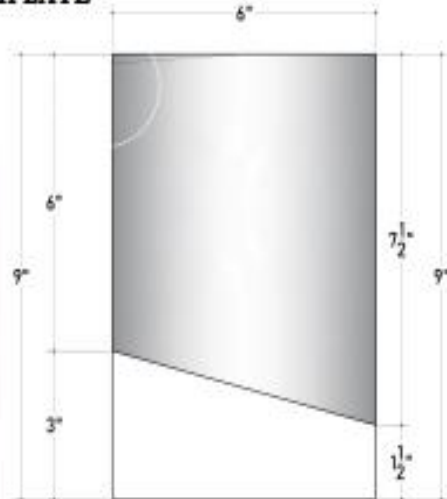
DRAWING TEMPLATE

Glass with engraved contents
Please note of the chamfer cut at
top corner of the glass

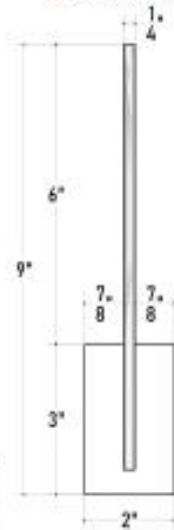


**PLAQUE
PERSPECTIVE DRAWING**

Wood Based fully furnished
(Dark Burnished) with engraved
contents and logo



FRONT VIEW



SIDE VIEW

PROJECT TITLE:	PREPARED BY:	CHECKED BY:	APPROVED BY:	DATE/REVISION:
SUNMT 2022 PLAQUE DESIGN	<u>EMIL O. REAMBELLO</u> Draftsman II	<u>BERNARDO C. PASCUAL</u> PLAO II	<u>EDGARDA M. LAFANTA</u> Chief OIC	11/17/2022 Revision No. 0



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TOTAL COST:

**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
I			

FINANCIAL OFFER

Approved Budget for the Contract	Your Total Offered Quotation
Php162,500.00	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