



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

REQUEST FOR QUOTATION

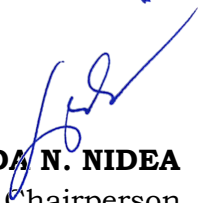
The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **“PROCUREMENT OF COMMONLY USED SUPPLIES, JANITORIALS AND COMPUTER PRINTER INKS FOR USE AT THE REGIONAL OFFICE”** in accordance with Alternative Method of Procurement under ☒Section 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 **ONE HUNDRED FIFTY-NINE THOUSAND FOUR HUNDRED FIFTY PESOS (Php159,450.00).**

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 AUGUST 22, 2023 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 2023 **Business/Mayor’s Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal.

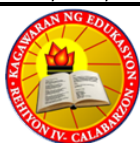
Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

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**


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

ROA/Pro/JPV



Address: Gate 2, Karangalan Village, Cainta, Rizal, 1900
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085

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	Brand Name	Brand of Origin	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
COMMONLY USED SUPPLIES						
1.	CLIP, backfold, 32mm, 12/box Php50.00/box	20 boxes				
2.	CLIP, backfold, 25mm, 12/box Php45.00/box	20 boxes				
3.	CLIP, backfold, 19mm, 12/box Php40.00/box	20 boxes				
4.	CORRECTION TAPE, 5mm x 6m, Plus Whipper Php120.00/pack	50 packs				
5.	Correction tape, 5mm x 6m refill, 2 pcs/pack, Plus Whipper Php110.00/pack	50 packs				

6.	Multi-colored Paper 8x11 25s Php45.00/pack	20 packs				
7.	Multi-colored Paper A4 25s Php45.00/pack	20 packs				
8.	BATTERY, dry cell, size AA, Two (2) pieces per blister pack Php50.00/pack	50 packs				
9.	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack Php50.00/pack	50 packs				
10.	PAPER, MULTIPURPOSE A4, 500 sheets per ream Php220.00/ream	250 reams				
11.	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream Php240.00/ream	100 reams				
12.	File Folder Board Short Php7.00/pc	200 pcs				
13.	Stapler, Standard Type No. 35 Php250.00/pc	20 pcs				

14.	Staple wire No. 0027 for Stapler No. 0394 Php50.00/box	25 boxes				
JANITORIAL SUPPLIES						
1.	Laundry Soap Powder 1kg Php90.00/pack	15 packs				
2.	Zonrox bleach gallon Php180.00/bottle	15 bottles				
COMPUTER PRINTER INKS						
1.	HP Ink Cartridge 680 Tri Color Php600.00/cart	15 carts				
2.	HP Ink Cartridge 680 Black Php600.00/cart	15 carts				
3.	Epson 001 Black Php400.00/bottle	20 bottles				
4.	Epson 003 Black Php300.00/bottle	20 bottles				
5.	Epson 003 Cyan Php300.00/bottle	15 bottles				

6.	Epson 003 Yellow Php300.00/bottle	15 bottles				
7.	Epson 003 Magenta Php300.00/bottle	15 bottles				
8.	Epson FX-2190 Ribbon Php450.00/pc	5 pcs				

TOTAL COST:	

**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.			
Item	Description	Total Quantity	Delivery
I			

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php159,450.00	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