



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

REQUEST FOR QUOTATION

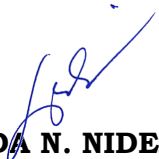
The **Department of Education Region IV-A (CALABARZON)** through its **Bids and Awards Committee**, intends to procure **“CONSUMABLES FOR THE RELC-NEAP IV-A CALABARZON”** in accordance with Alternative Method of Procurement under ☒Section 52 (Shopping) or ☐Section 53.9 (Negotiated Procurement – Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **THREE HUNDRED FOURTEEN THOUSAND SEVEN HUNDRED SEVENTY PESOS (Php314,770.00).**

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 SEPTEMBER 15, 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.

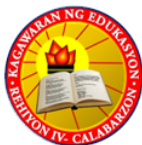
Moreover, a **Notarized Omnibus Sworn Statement (GPPB-prescribed forms)** will also be required to be submitted prior to award.

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/Pro3



Address: Gate 2, Karangalan Village, Cainta, Rizal
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)
1.	Shampoo Sunsilk Sachet 15ml Php10.00/sachet	1000 sachets				
2.	Bathsoap with NEAP Logo Php15.00/pc	1000 pcs				
3.	Toothpaste Sachet Colgate Php11.00/sachet	1000 sachets				
4.	Garbage Bag Plastic Large (Clear/White) Php8.00/pc	500 pcs				
5.	Powder Soap Sachet Surf 75g Php8.00/pc	300 pcs				

6.	Disinfectant Domex 250ml Php75.00/pc	100 pcs				
7.	Deodorant Cake Albatros with Holder 50g Php45.00/pc	100 pcs				
8.	Insect Killer Baygon 300g Php310.00/can	20 cans				
9.	Bar Soap Surf (4 pcs/bar) Php40.00/bar	50 bars				
10.	Furniture Spray Pledge 330ml Php437.00/can	10 cans				
11.	Glass Cleaner with Spray 500ml Php200.00/bottle	10 bottles				
12.	Liquid Wax 500ml Php320.00/gallon	10 gallons				
13.	Zonrox Bleach Gallon Php160.00/gallon	5 gallons				

14.	Zonrox Color Gallon Php300.00/gallon	5 gallons				
15.	Muriatic Acid Gallon Php300.00/gallon	10 gallons				
16.	Cleaning Gloves (Heavy Duty) Php50.00/pair	50 pairs				
17.	Eveready Size: AA Battery (4-pack) Php95.00/pack	10 packs				
18.	Eveready Size: AAA Battery (4-pack) Php125.00/pack	10 packs				
19.	Alcohol Php500.00/gallon	10 gallons				
20.	Lysol Air Freshener 510g (Fresh Blossom) Php600.00/can	30 cans				
21.	Glade Scented Gel - Lemon Air Freshener 180g Php220.00/pc	30 pcs				

22.	Scotch Brite 3M Php50.00/pc	20 pcs				
23.	Toilet Tissue Paper, 2 ply, 300-400 sheets, 12 rolls in a pack Php175.00/pc	1000 pcs				
24.	Breeze Liquid Detergent Frontload 2.6 liter Php550.00/gallon	30 gallons				
25.	Downy Fabric Conditioner Antibac Refill Pouch 1.38 liters Php350.00/pouch	30 pouches				
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	
Php314,770.00		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