



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 52.1(b) Shopping of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The total Approved Budget for the Contract (ABC) is **EIGHT HUNDRED FIFTY-TWO THOUSAND ONE HUNDRED FORTY PESOS (Php852,140.00)**.

THE PROCUREMENT OF THE LISTED GOODS SHALL BE IN LOTS.

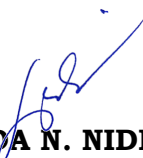
Bidders may bid in any or all lots. Bids that exceed the ABC of each lot shall automatically be disqualified.

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 FEBRUARY 27, 2024 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.**

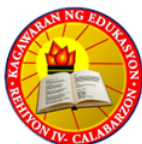
A copy of your 2024 **Business/Mayor's Permit, PhilGEPS Registration Number and Latest Income/Business Tax Return** are required to be submitted along with your signed quotation/proposal. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the Business/Mayor's Permit.

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

08F/ROA/Pro4



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

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.

LOT	Description	Total QTY	Brand Name	Brand of Origin	Unit Cost (VAT Inclusive)	Total Cost (VAT Inclusive)
LOT I: COMMONLY USED SUPPLIES						
1.	CLEARBOOK, A4 SIZE, 20 sheets, assorted color Php140.00/pc	30 pcs				
2.	CLEARBOOK, LEGAL SIZE, 20 sheets, assorted color Php150.00/pc	29 pcs				
3.	ERASER, PLASTIC/RUBBER, rasoplast eraser, 20 grams Php10.00/pc	50 pcs				
4.	SINE PEN, FINE TIP, BLACK, 0.5 mm Php50.00/pc	200 pcs				
5.	SINE PEN, FINE TIP, BLUE, 0.5 mm Php50.00/pc	200 pcs				
6.	SINE PEN, FINE TIP, RED, 0.5 mm Php50.00/pc	50 pcs				

7.	WRAPPING PAPER, kraft, 65gsm, 50 sheets/pack Php250.00/pack	5 packs				
8.	BATTERY, DRY CELL SIZE AA, 2 pieces per blister pack Php40.00/pack	200 packs				
9.	BATTERY, DRY CELL SIZE AAA, 2 pieces per blister pack Php45.00/pack	200 packs				
10.	INK, FOR STAMP PAD, purple, 50ml Php60.00/bottle	15 bottles				
11.	GLUE, ALL PURPOSE, gross weight: 200 grams min Php100.00/pc	30 pcs				
12.	STAPLE WIRE, STANDARD, No. 35, 5,000 pcs/box Php60.00/box	100 boxes				
13.	TAPE, ELECTRICAL, PVC, 18mm x 16 meters Php25.00/roll	5 rolls				
14.	TAPE, MASKING 24mm x 50 meters Php35.00/roll	100 rolls				

15.	TAPE, MASKING 48mm x 50 meters Php85.00/roll	40 rolls				
16.	TAPE, PACKING 48mm x 50 meters Php45.00/roll	50 rolls				
17.	TAPE, TRANSPARENT 24mm x 50 meters Php25.00/roll	100 rolls				
18.	TAPE, TRANSPARENT 48mm x 50 meters Php45.00/roll	50 rolls				
19.	CLIP, BACKFOLD 25mm, 12/box Php28.00/box	60 boxes				
20.	CLIP, BACKFOLD 32mm, 12/box Php35.00/box	70 boxes				
21.	ENVELOPE, MAILING WITH WINDOW, 500 pieces per box Php600.00/box	2 boxes				
22.	FASTENER, 70mm between prongs, 50 sets per box Php65.00/box	25 boxes				
23.	FILE TAB DIVIDER A4, 5 colors per set Php28.00/pack	30 packs				

24.	FILE TAB DIVIDER LEGAL, 5 colors per set Php45.00/pack	25 packs				
25.	FOLDER WITH TAB, A4, for A4 size documents, 100 pieces per pack Php6.00/pc	500 pcs				
26.	FOLDER WITH TAB, LEGAL, for legal size documents, 100 pieces per pack Php8.00/pc	500 pcs				
27.	INDEX TAB, sticker adhesive 10 colors x 20 sheets Php50.00/box	10 boxes				
28.	MARKER, FLOURESCENT, 3 colors per set Php60.00/set	40 sets				
29.	MARKER, PERMANENT, BLACK, FINE TIP Php25.00/pc	100 pcs				
30.	MARKER, PERMANENT, BLUE, FINE TIP Php25.00/pc	30 pcs				
31.	MARKER, PERMANENT, RED, FINE TIP Php25.00/pc	20 pcs				

32.	MARKER, WHITEBOARD, BLACK, FINE TIP Php30.00/pc	60 pcs				
33.	MARKER, WHITEBOARD, BLUE, FINE TIP Php30.00/pc	30 pcs				
34.	MARKER, WHITEBOARD, RED, FINE TIP Php30.00/pc	30 pcs				
35.	PAPER CLIP, VINYL/PLASTIC COATED, 33mm Php25.00/box	80 boxes				
36.	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO 50mm Php40.00/box	80 boxes				
37.	PUNCHER, PAPER, HEAVY DUTY, 75XL Php300.00/pc	25 pcs				
38.	RUBBER BAND NO.18, 350g Php250.00/box	20 boxes				
39.	STAMP PAD, FELT, bed dimension: 60mm x 100mm Php140.00/pc	10 pcs				

40.	SCISSORS, durable stainless blades, soft-grip, 6.75" Php40.00/pair	50 pairs				
41.	STAPLER, STANDARD TYPE, #35 Php125.00/pc	50 pcs				
42.	STAPLER, REMOVER, JAW TYPE Php40.00/pc	50 pcs				
43.	NOTEPAD, STICK-ON, 50mm x 76mm, 100 sheets per pad Php45.00/pad	50 pads				
44.	NOTEPAD, STICK-ON, 76mm x 100mm, 100 sheets per pad Php55.00/pad	50 pads				
45.	NOTEPAD, STICK-ON, 76mm x 76mm, 100 sheets per pad Php70.00/pad	50 pads				
46.	STENO NOTEBOOK, 40 leaves Php28.00/pc	300 pcs				
47.	PAPER, MULTIPURPOSE A4, 70 gsm, 500 sheets per ream Php220.00/ream	500 reams				

48.	PAPER, MULTIPURPOSE LEGAL, 70 gsm, 500 sheets per ream Php240.00/ream	100 reams				
49.	PAD PAPER, RULED, 90 leaves Php45.00/pad	10 pads				
50.	RECORD BOOK, 300 PAGES bond, 7" x 11" Php70.00/book	30 books				
51.	RECORD BOOK, 500 PAGES bond, 7" x 11" Php110.00/book	30 books				
52.	LAID CANON PAPER, 8 ½ x 11, 500 sheets, 85 GSM Php954.00/ream	5 reams				
53.	FILE FOLDER BOARD SHORT Php7.00/pc	500 pcs				
54.	Sign Pen, Hi-tecpoint V5 RT, 0.5mm, Blue Php85.00/pc	50 pcs				
55.	Sign Pen, Hi-tecpoint V5 RT, 0.5mm, Black Php85.00/pc	50 pcs				
56.	Sign Pen, Hi-tecpoint V5 RT, 0.7mm, Blue Php85.00/pc	50 pcs				

57.	Sign Pen, Hi-tecpoint V5 RT, 0.7mm, Black Php85.00/pc	50 pcs				
58.	Sign Pen, Hi-tecpoint V10 RT, 1.0mm, Blue Php85.00/pc	100 pcs				
59.	Sign Pen, Hi-tecpoint V10 RT, 1.0mm, Black Php85.00/pc	50 pcs				
60.	Sign Pen, Hi-tecpoint V10 RT, 1.0mm, Red Php85.00/pc	20 pcs				
61.	Sign Pen Refill, Hi-tecpoint V5 RT, 0.5mm, Blue Php45.00/pc	50 pcs				
62.	Sign Pen Refill, Hi-tecpoint V5 RT, 0.5mm, Black Php45.00/pc	50 pcs				
63.	Sign Pen Refill, Hi-tecpoint V7 RT, 0.5mm, Blue Php45.00/pc	50 pcs				
64.	Sign Pen Refill, Hi-tecpoint V7 RT, 0.5mm, Black Php45.00/pc	50 pcs				
65.	Sign Pen Refill, Hi-tecpoint V10 RT, 1.0mm, Blue Php45.00/pc	100 pcs				

66.	Sign Pen Refill, Hi-tecpoint V10 RT, 1.0mm, Black Php45.00/pc	50 pcs				
67.	Sign Pen Refill, Hi-tecpoint V10 RT, 1.0mm, Red Php45.00/pc	20 pcs				
68.	STICKER PAPER, Vinyl 10 Pieces per pack, A4 Php80.00/pack	50 packs				
69.	BOARD PAPER, 220gsm, PALE CREAM A4, 10 pieces per pack Php30.00/pack	50 packs				
70.	BALLPEN, BLUE, Ballpoint Pen Php10.00/pc	50 pcs				
71.	BALLPEN, GREEN, Ballpoint Pen Php10.00/pc	50 pcs				
72.	BALLPEN, BLACK, Ballpoint Pen Php10.00/pc	300 pcs				
73.	CORRECTION TAPE, 5mm x 6m, Plus Whipper Php120.00/pc	50 pcs				
74.	CORRECTION TAPE REFILL, Whipper, 5mm x 6m refill, 2pcs/pack Php110.00/pc	100 pcs				

75.	STICKER PAPER, MATTE, 10 sheets per pack Php80.00/pack	50 packs				
76.	LAID CANON PAPER, 90 GSM, A4 SIZE, CONQUEROR Php2,100.00/ream	20 reams				
77.	CERTIFICATE FRAME A4 BLACK Php120.00/pc	100 pcs				
78.	RETRACTABLE PEN-BLACK INK, CUSTOMIZED, PRINTED WITH DEPED REGION IV-A, 0.7MM, WITH CASE Php110.00/pc	400 pcs				
79.	PLANNER 2024(TOKEN) LEATHER, A5 SIZE, CUSTOMIZED, WITH DEPED CALABARZON TEXT AND LOGO Php200.00/pc	400 pcs				
80.	BOARD PAPER, 200gsm worx BOARD PAPER 200 GSM WHITE A4 SIZE 10 Php35.00/pack	200 packs				
81.	STAPLE WIRE TRIO HD STAPLE WIRE COPPER NO.35, 5,000 pcs per box Php70.00/pc	100 pcs				

82.	CERTIFICATE JACKET (8.5/11), blue Php70.00/pc	100 pcs				
83.	CERTIFICATE FRAME (8.5/11), black Php250.00/pc	100 pcs				
84.	MANILA PAPER, 1200mm x 900mm Php5.00/pc	100 pcs				
85.	Keyboard, K120, logitech Php500.00/unit	6 units				
86.	MOUSE, OPTICAL, USB connection type Php300.00/unit	10 units				
87.	DVD-RW DISC 4.7 GB Php30.00/pc	50 pcs				
LOT II: JANITORIAL SUPPLIES						
1	AIR FRESHENER, aerosol, 280ml/150g min Php150.00/can	65 cans				
2	BROOM (WALIS TAMBO), weight: 200g min tiger grass Php225.00/pc	20 pcs				

3	BROOM (WALIS TING-TING), usable length: 760mm min Php35.00/pc	15 pcs				
4	CLEANER, TOILET BOWL AND URINAL, Zim, 1 liter Php100.00/bottle	5 bottles				
5	CLEANSER, SCOURING POWDER, Zim, 350 grams Php50.00/can	15 cans				
6	DETERGENT BAR, 140 grams as packed Php10.00/bar	10 bars				
7	DETERGENT POWDER, ALL PURPOSE, with Fabric Conditioner, 1 kg Php100.00/pouch	30 pouches				
8	DISINFECTANT SPRAY, aerosol type, 400-550 grams Php280.00/can	50 cans				
9	HAND SOAP, LIQUID, anti- bacterial, hypoallergenic 500ml Php80.00/bottle	100 bottles				
10	MOP HANDLE, HEAVY DUTY, heavy duty, aluminum, screw type Php300.00/pc	15 pcs				
11	TWINE PLASTIC Php100.00/roll	15 rolls				

12	TRASHBAG, XXL SIZE, 10pcs per roll/pack Php125.00/pack/roll	200 Packs/ rolls				
13	TRASHBAG, LARGE SIZE, 10pcs per roll/pack Php65.00/pack/roll	200 Packs/ rolls				
14	TRASHBAG, XL SIZE, 10pcs per roll/pack Php90.00/pack/roll	200 Packs/ rolls				
15	TRASHBAG, M SIZE, 10pcs per roll/pack Php50.00/pack/roll	200 Packs/ rolls				
16	TISSUE FACIAL BOX/UNSCENTED 2 PLY, 150-250 pulls Php100.00/pc	100 pcs				
17	DEODORANT CAKE SCENTED, 50g Php50.00/pc	150 pcs				
18	DISHWASHING LIQUID, 1000ml Php60.00/bottle	50 bottles				
19	BLEACH, 1 GALLON, fresh scent Php180.00/gallon	30 gallons				
20	CAR AIR FRESHNER 42g, Spillpoof, organic, lemon/squash scents Php300.00/pc	16 pcs				

21	LIGHT EMITTING DIODE (LED) LINEAR TUBE, 18 WATTS Php250.00/pc	75 pcs				
COMPUTER PRINTER INKS						
1.	INK CARTRIDGE, CANON CL 811, COLORED Php1,300.00/cart	3 carts				
2.	INK CARTRIDGE, CANON PG-810, BLACK Php1,000.00/cart	3 carts				
3.	INK CARTRIDGE, HP FGV26AA(HP680), TRI-COLOR Php600.00/cart	40 carts				
4.	INK CARTRIDGE, HP FGV27AA(HP680), BLACK Php600.00/cart	40 carts				
5.	EPSON INK, BLACK 001, 70ml Php400.00/bottle	40 bottles				
6.	EPSON INK 003 (BLACK), 65 ml Php300.00/bottle	30 bottles				
7.	HP INK GT-53 BLACK, 90ml Php320.00/bottle	15 bottles				

TOTAL COST:	

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

<p><u>SCHEDULE OF REQUIREMENTS</u></p> <p>Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each SCHEDULE.</p>	<p><u>BIDDER’S STATEMENT OF COMPLIANCE</u></p> <p>(“Comply” or “Not Comply”)</p>
<p>15 Calendar Days upon receipt of the P.O</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
Php852,140.00	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