



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 **“COMMONLY USED SUPPLIES, JANITORIAL SUPPLIES, COMPUTER PRINTER INKS AND OTHERS FOR USE AT THE REGIONAL OFFICE”** in accordance with Alternative Method of Procurement under Section 52 (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

The Approved Budget for the Contract (ABC) are as follows:

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
I	COMMONLY USED SUPPLIES	Php369,960.00
II	JANITORIALS	Php109,625.00
III	COMPUTER PRINTER INKS	Php171,160.00
IV	OTHER SUPPLIES	Php181,017.00

INTERESTED SERVICE PROVIDERS MAY SUBMIT A QUOTATION IN ANY OF THE ABOVE ENUMERATED LOTS AND EVALUATION, INCLUDING AWARD OF CONTRACT, WILL BE UNDERTAKEN ON A PER LOT BASIS.

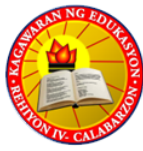
Please quote your **Best Offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the bottom/last page of this Request for Quotation (RFQ). Submit your proposal/quotation duly signed by your authorized representative **not later than MAY 15, 2024 at 9:00 A.M.** at 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.

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

08F/ROA/mdg



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

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

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:

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)
I. COMMONLY USED SUPPLIES						
1.	SIGN PEN, FINE TIP, BLACK, 0.5 mm Php50.00/pc	186 pcs				
2.	SIGN PEN, FINE TIP, BLUE, 0.5 mm Php50.00/pc	203 pcs				
3.	BATTERY, DRY CELL SIZE AA, 2 pieces per blister pack Php40.00/pack	188 packs				
4.	INK, FOR STAMP PAD, purple, 50ml Php60.00/bottle	9 bottles				
5.	TAPE, MASKING 24mm x 50 meters Php35.00/roll	55 rolls				
6.	TAPE, MASKING 48mm x 50 meters Php85.00/roll	38 rolls				

7.	TAPE, TRANSPARENT 24mm x 50 meters Php25.00/roll	12 rolls				
8.	TAPE, TRANSPARENT 48mm x 50 meters Php45.00/roll	4 rolls				
9.	DUCT TAPE, GRAY, 2 INCHES X 10 METERS Php100.00/roll	3 rolls				
10.	DATING AND STAMPING MACHINE, Self-inking, 4729 model, Receiving stamp Php470.00/pc	24 pcs				
11.	PENCIL, lead/graphite, #1, with eraser, one dozen per box Php45.00/box	155 boxes				
12.	MARKER, PERMANENT, BLACK, Fine Tip Php25.00/pc	225 pcs				
13.	MARKER, PERMANENT, RED, Fine Tip Php25.00/pc	24 pcs				

14.	MARKER, WHITEBOARD BLACK, Fine Tip Php30.00/pc	54 pcs				
15.	MARKER, WHITEBOARD RED, Fine Tip Php30.00/pc	15 pcs				
16.	MARKER, FLOURESCENT, 3 colors per set Php60.00/set	22 sets				
17.	INDEX TAB, sticker adhesive 10 colors x 20 sheets Php50.00/pcs	129 pcs				
18.	FOLDER WITH TAB, A4, for A4 size documents Php6.00/pc	3,000 pcs				
19.	FOLDER WITH TAB, LEGAL, for legal size documents Php8.00/pc	3,000 pcs				
20.	FILE TAB DIVIDER A4, 5 colors per set Php28.00/pack	200 packs				

21.	FILE TAB DIVIDER, LEGAL, 5 colors per set Php45.00/pack	200 packs				
22.	PAPER CLIP, VINYL/PLASTIC COATED, 33mm Php25.00/box	101 boxes				
23.	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO 50mm Php40.00/box	129 boxes				
24.	CLIP, BACKFOLD 19mm, 12/box Php15.00/box	121 boxes				
25.	CLIP, BACKFOLD 32mm, 12/box Php35.00/box	60 boxes				
26.	CLIP, BACKFOLD 50mm, 12/box Php70.00/box	100 boxes				
27.	FASTENER, 70mm between prongs, 50 sets per box Php65.00/box	45 boxes				

28.	LAID CANON PAPER, 8 1/2 x 11, 500 SHEETS, 85 GSM, Brilliant White Php954.00/ream	5 reams				
29.	LAID PAPER, 90 GSM, A4 SIZE, CONQUEROR (HIGH QUALITY) Php2,100.00/ream	10 reams				
30.	LAID PAPER, 90 GSM, A4 SIZE Php800/ream	6 reams				
31.	CONQUEROR 500 SHEETS 8.5 X 13 INCHES ULTRA SMOOTH WOVE 90 GSM Php2,500/ream	20 reams				
32.	FILE FOLDER BOARD SHORT Php7.00/pc	500 pcs				
33.	BALLPEN, BLACK, Ballpoint pen Php10.00/pc	300 pcs				
34.	A4 Colored Paper (More, 80 GSM, Blue) Php700.00/ream	15 reams				

35.	A4 Colored Paper (More, 80 GSM, Pink) Php700.00/ream	8 reams				
36.	BOARD PAPER, 220gsm, PALE CREAM A4, 10 pieces per pack Php30.00/pack	50 packs				
37.	EXPANDING FOLDER, Long, Light Green Php30.00/pc	50 pcs				
38.	EXPANDING ENVELOPE PRESSBOARD-Long, Light Yellow Php20.00/pc	400 pcs				
39.	EXPANDING ENVELOPE PRESSBOARD-Long, Light Blue Php20.00/pc	200 pcs				
40.	TRANSPARENCY FILM, A4, 10s/pack Php70.00/pack	30 packs				
41.	SIGN PEN REFILL, HI- TECPOINT V5 RT, 0.5mm, Blue Php45.00/pc	50 pcs				
42.	SIGN PEN REFILL, HI- TECPOINT V5 RT, 0.5mm, Black Php45.00/pc	50 pcs				

43.	SIGN PEN REFILL, HI-TECPOINT V7 RT, 0.7mm, Blue Php45.00/pc	50 pcs				
44.	SIGN PEN REFILL, HI-TECPOINT V7 RT, 0.7mm, Black Php45.00/pc	50 pcs				
45.	SIGN PEN REFILL, HI-TECPOINT V10 RT, 1.0mm, Blue Php45.00/pc	50 pcs				
46.	SIGN PEN REFILL, HI-TECPOINT V10 RT, 1.0mm, Black Php45.00/pc	50 pcs				
47.	CARTOLINA, assorted colors, 20 pieces per pack Php90.00/pack	20 packs				
48.	STICKER PAPER, MATTE, 10 sheets per pack Php80.00/pack	25 packs				
49.	STICKER PAPER, GLOSSY, 10 sheets per pack Php80.00/pack	25 packs				
50.	PHOTO PAPER, A4, 200GSM, 10S, GLOSSY Php80.00/pack	50 packs				

51.	PAPER, MULTIPURPOSE, Letter size 70gsm, 500 sheets per ream	20 reams				
	Php200.00/ream					
52.	DepEd IV-A Logo, 3 x 5 ft., satin with embroidered logo, double face	12 pcs				
	Php5,000.00/pc					
53.	Philippine Flag, 3 x 6 ft., nylon tafetta	20 pcs				
	Php500.00/pc					
54.	Philippine Flag, 4 x 8 ft., nylon tafetta	10 pcs				
	Php650.00/pc					
TOTAL COST:						
II. JANITORIAL SUPPLIES						
1.	HAND SOAP, LIQUID, anti- bacterial, hypoallergenic 500ml	100 bottles				
	Php80.00/bottle					
2.	DEODORANT CAKE SCENTED, 50g	50 pcs				
	Php50.00/pc					
3.	TRASHBAG, green, 22" x 24", M, 10 pieces per roll or pack	165 Packs/ rolls				
	Php200.00/pack/roll					

4.	TRASHBAG, clear, 22" x 24", M, 10 pieces per roll or pack Php210.00/pack/roll	165 Packs/ rolls				
5.	TRASHBAG, yellow, 22" x 24", M, 10 pieces per roll or pack Php200.00/pack/roll	30 Packs/ rolls				
6.	HEAVY DUTY Rubber Gloves large Php215.00/pair	15 pairs				
7.	HEAVY DUTY Rubber Gloves medium Php210.00/pair	15 pairs				
8.	LIGHT-EMITTING DIODE (LED) LIGHT BULB daylight, 12 watts Php350.00/pc	50 pcs				
9.	Muriatic Acid 1 liter Php160.00/bottle	10 bottles				
TOTAL COST:						
III. COMPUTER PRINTER INKS						
1.	INK CARTRIDGE, HP FGV26AA(HP680), TRI-COLOR Php600.00/cart	23 carts				
2.	INK CARTRIDGE, HP FGV27AA(HP680), BLACK Php600.00/cart	33 carts				

3.	EPSON INK, BLACK 001, 70ml Php400.00/bottle	51 bottles				
4.	EPSON INK, YELLOW 001 Php350.00/bottle	65 bottles				
5.	EPSON INK, CYAN 001 Php350.00/bottle	65 bottles				
6.	EPSON INK, MAGENTA 001 Php350.00/bottle	65 bottles				
7.	EPSON INK, BLACK 003 Php350.00/bottle	47 bottles				
8.	EPSON INK, YELLOW 003 Php300.00/bottle	25 bottles				
9.	EPSON INK, CYAN 003 Php300.00/bottle	25 bottles				
10.	EPSON INK, MAGENTA 003 Php300.00/bottle	25 bottles				
11.	INK BOTTLE, BROTHER DCP-T510W, BTD60BK, Black Php415.00/bottle	6 bottles				

12.	INK BOTTLE, BROTHER DCP-T510W, BT5000C, Cyan Php415.00/bottle	6 bottles				
13.	INK BOTTLE, BROTHER DCP-T510W BT5000M, Magenta Php415.00/bottle	6 bottles				
14.	INK BOTTLE, BROTHER DCP-T510W BT5000Y, Yellow Php415.00/bottle	6 bottles				
TOTAL COST:						
IV OTHERS SUPPLIES						
1.	ELASTOMERIC PAINT, ROYAL BLUE (1 gallon) Php800.00/gal	10 gallons				
2.	ELASTOMERIC PAINT, TINGE OF GRAY (1 gallon) PHP800.00/GAL	10 gallons				
3.	ELASTOMERIC PAINT, SUNSHINE YELLOW (1 gallon) PHP800.00/GAL	4 gallons				
4.	ELASTOMERIC PAINT, BLACK (1 gallon) Php800.00/gal	4 gallons				
5.	ELASTOMERIC PAINT, WHITE (1 gallon) Php800.00/gal	5 gallons				

6.	ENAMEL PAINT WATER BASED ODORLESS, BLACK (1 gallon) Php800.00/gal	2 gallons				
7.	ENAMEL PAINT WATER BASED ODORLESS, RED (1 gallon) Php800.00/gal	2 gallons				
8.	PAINT THINNER, 1 LITER Php200.00/bottle	4 bottles				
9.	SKIM COAT 20kg Php600.00/pc	1 pc				
10.	PAINT BRUSH 4" Php200.00/pc	5 pcs				
11.	PAINT BRUSH 2" Php100.00/pc	5 pcs				
12.	ROLLERS 8" Php220.00/pc	4 pcs				
13.	MINI ROLLERS 4" (Baby Roller) Php130.00/pc	6 pcs				

14.	STEEL BRUSH Php100.00/pc	10 pcs				
15.	CABLE TIE 3x100mm, 100pcs Php220.00/pack	2 packs				
16.	CABLE TIE 4x200mm, 100pcs Php150.00/pack	2 packs				
17.	STAINLESS HANDHELD TOILET BIDET SPRAYER SET WITH HOLDER HOSE Php600.00/pc	15 pcs				
18.	GOOSE NECK FAUCET SHORT 1/2" STAINLESS DECK MOUNT Php800.00/pc	20 pcs				
19.	GARDEN HOSE 3/4", 100 METERS Php4,500.00/pc	1 pc				
20.	MOTHBALLS, PACK OF 10PCS Php50.00/pack	6 packs				
21.	DOOR MAT CLOTH, RECTANGLE Php50.00/pc	24 pcs				

22.	SPRAY PAINT (AEROSOL), SILVER GRAY 400CC Php350.00/pc	20 pcs				
23.	SPRAY PAINT (AEROSOL), CHROME 400ML Php.380.00/pc	10 pcs				
24.	MICRO FIBER CLOTH 30CMX60CM BLUE Php60.00/pc	100 pcs				
25.	CHAMOIS CLOTH APPROX. 30cmx40cm, yellow Php300.00/pc	12 pcs				
26.	WILSON 330 FLOOR POLISHER BRUSH WITH BRACKET INCLUDED 13" Php2,100.00/pc	2 pcs				
27.	WILSON 330 Floor Polisher Nylon Brush with Bracket Included 13" Php2,100.00/pc	2 pcs				
28.	WIRE CLIP 7MM, 100PCS. WHITE Php100.00/pc	1 pc				
29.	WIRE CLIP 8MM, 100PCS. WHITE Php110.00/pc	1 pc				

30.	MEN'S URINAL ANTI-BLOCKING AND DEODORIZING MAT Php200.00/pc	80 pcs				
31.	6 GANG EXTENSION CORD W/ SWITCH AND 5 METER WIRE Php1,187.00/pc	9 pcs				
32.	6 GANG EXTENSION CORD W/ SWITCH AND 10 METER WIRE Php1,700.00/pc	2 pcs				
33.	REFILL FOR DUST MOP/ FLAT MOP- MOP HEAD 60CM Php500.00/pc	24 pcs				
34.	DUST MOP/ FLAT MOP 60CM, HANDLE Php900.00/pc	8 pcs				
35.	RJ 45 TO USB CONNECTOR Php294.00/pc	4 pcs				
36.	HDMI splitter (4) Php2,032.00/pc	4 pcs				
37.	HDMI splitter (8) Php3,600.00/pc	3 pcs				
38.	HDMI Cable (5 meter) Php672.00/pc	10 pcs				

39.	HDMI Cable (10 Meter) Php1,800.00/pc	5 pcs				
TOTAL COST:						

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

<p align="center"><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 align="center"><u>BIDDER’S STATEMENT OF COMPLIANCE</u></p> <p align="center">(“Comply” or “Not Comply”)</p>
<p align="center">7 Calendar Days upon Receipt of the P.O</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
<p>Lot I:</p> <p align="center">Php369,960.00</p>	In words:
	In figures:
<p>Lot II:</p> <p align="center">Php109,625.00</p>	In words:
	In figures:
<p>Lot III:</p> <p align="center">Php171,160.00</p>	In words:
	In figures:
<p>Lot IV:</p> <p align="center">Php181,017.00</p>	In words:
	In figures:
<p><u>Payment Details:</u></p>	<p>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.</p>
<p>Banking Institution</p>	
<p>Account Number</p>	

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