



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) are as follows:

LOT NO.	DESCRIPTION	APPROVED BUDGET FOR THE CONTRACT (ABC)
I	COMMONLY USED SUPPLIERS	Php600,388.00
II	JANITORIALS	Php126,260.00
III	COMPUTER PRINTER INKS	Php38,200.00

**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 AUGUST 26, 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.

08F/ROA/JLN



Address: Gate 2, Karangalan Village, Cainta, Rizal

Telephone No.: 02-8682-2114

Email Address: region4a@deped.gov.ph

Website: depedcalabarzon.ph



RO-ASD-F119

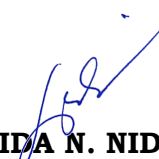
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Effectivity	11.06.23	Page	1 of 2



Certificate No. PHP QMS  
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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

**Date:** \_\_\_\_\_

<b>Name of Company:</b>	
<b>Address:</b>	
<b>Name of Store/Shop (if applicable):</b>	
<b>TIN:</b>	
<b>PhilGEPS Registration Number:</b>	

**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.

<b>Item</b>	<b>Description</b>	<b>Total QTY</b>	<b>Brand Name</b>	<b>Brand of Origin</b>	<b>Unit Cost (VAT Inclusive)</b>	<b>Total Cost (VAT Inclusive)</b>
<b>LOT I- COMMONLY USED SUPPLIES</b>						
1.	SIGN PEN, FINE TIP, BLACK, 0.5mm Php 50.00/ pc	208 pcs				
2.	SIGN PEN, FINE TIP, GREEN, 0.5mm Php 50.00/ pc	50 pcs				
3.	TAPE TRANSPARENT 24mm x 50 meters Php 25.00/ roll	54 rolls				
4.	MARKER, PERMANENT, BLACK, FINE TIP Php 25.00/ pc	152 pcs				
5.	MARKER, WHITEBOARD, BLACK, FINE TIP Php 30.00/ pc	42 pcs				
6.	STENO NOTEBOOK, 40 LEAVES Php 28.00/ pc	150 pcs				

7.	BALLPEN, BLACK, BALLPOINT PEN Php 10.00/ pc	600 pcs				
8.	NOTEPAD, STICK-ON, 50MM X 76MM, 100 SHEETS PER PAD Php 45.00/ pad	50 pads				
9.	NOTEPAD, STICK-ON, 76MM X 100MM, 100 SHEETS PER PAD Php 55.00/ pad	50 pads				
10.	NOTEPAD, STICK-ON, 76MM X 76MM, 100 SHEETS PER PAD Php 70.00/ pad	50 pads				
11.	NOTEPAD, STICK-ON, 0.5 X 1.75 INCHES, 100 SHEETS PER PAD, 5 COLORS/ 500 SHEETS PER PACK Php 50.00/ pack	50 packs				
12.	CARTOLINA, ASSORTED COLORS, 20 PIECES PER PACK Php 90.00/ pack	50 packs				
13.	CONQUEROR 500 SHEETS 8.5 X 13 INCHES ULTRA SMOOTH WOVE 90 GSM Php 2,500/ ream	20 reams				

14.	EXPANDING FOLDER, LONG, LIGHT GREEN  Php 30.00/ pc	50 pcs				
15.	EXPANDING ENVELOPE PRESSBOARD- LONG, LIGHT YELLOW  Php 20.00/ pc	400 pcs				
16.	EXPANDING ENVELOPE PRESSBOARD- LONG, LIGHT BLUE  Php 20.00/ pc	200 pcs				
17.	MAGAZINE BOX WITH COVER LEGAL BLUE  Php 200.00/ pc	50 pcs				
18.	STORAGE BOX WITH LID LEGAL BLUE  Php 200.00/ pc	15 pcs				
19.	DVD-RW DISC 4.7GB  Php 30.00/ pc	30 pcs				
20.	LAID PAPER, 90 GSM, A4 SIZE, WHITE, RENAISSANCE  Php 800.00/ ream	6 reams				
21.	A4 COLORED PAPER (MORE, 80 GSM, PINK)  Php 700.00/ ream	8 reams				

22.	CERTIFICATE LAID PAPER (8.5/11) WHITE  Php 800.00/ ream	10 reams				
23.	LAID PAPER, 90 GSM, A4 SIZE, CONQUEROR (HIGH QUALITY)  Php 2,100.00/ ream	26 reams				
24.	COLORED PAPER, SKY BLUE, 80 GSM, A4 SIZE  Php 545.00/ ream	36 reams				
25.	STORAGE FILE BOX/ BROWN BOX, 12" X 16"  Php 200.00/ pc	60 pcs				
26.	BOX FILE FOLDER, 11" X 15 1/2" X 11" GREEN  Php 600.00/ pc	30 pcs				
27.	MAGAZINE FILE FOLDER, LEGAL SIZE, GREEN  Php 200.00/ pc	50 pcs				
28.	THREE-LAYER MULTI-TRAY, LEGAL SIZE, GREEN  Php 500.00/ pc	10 pcs				
29.	DOCUMENT BOX, LEGAL SIZE WITH COVER, GREEN  Php 450.00/ pc	50 pcs				
30.	VERTICAL FILE FOLDER WITH IMPORTED ARCHFILE MECHANISM WITH LOCK, 3" X 9" X 15", GREEN	300 pcs				

	Php180.00/ pc					
31.	PAYROLL FILE FOLDER, 3" X 13" X 16", WOTH IMPORTED ARCHFILE MECHANISM WITH LOCK, GREEN Php 300.00/ pc	10 pcs				
32.	MEGA BOX 155L STORAGE BOX Php 950.00/ pc	50 pcs				
33.	UPS BVX6501-PH-APC 650 VA 230V Php 2,500.00/ pc	7 pcs				
34.	WHITEWOVE MIMEO PAPER (A4), 70GSM, 500 SHEETS/REAM Php 220.00/ ream	100 reams				
35.	WHITEWOVE MIMEO PAPER (SHORT), 70GSM, 500 SHEETS/REAM Php 200.00/ ream	50 reams				
36.	TYPEWRITER RIBBON NYLON BEST BUY Php 40.00/ ribbon	6 ribbons				
37.	LAI CANON PAPER 8 1/2 X 11, 500 SHEETS, 85 GSM, BRILLIANT WHITE Php 954.00/ ream	19 reams				

38.	SIGN PEN, HI-TECPOINT V5 RT, 0.5MM, BLUE  Php 85.00/ pc	50 pcs				
39.	SIGN PEN, HI-TECPOINT V5 RT, 0.5MM, BLACK  Php 85.00/ pc	50 pcs				
40.	KEYBOARD, K120, LOGITECH  Php 500.00/ unit	10 units				
41.	VERTICAL FILE FOLDER, NAVY BLUE COLOR, 15 X 9 X 3 INCHES  Php 160.00/ pc	440 pcs				
42.	ID LACE, ADVENTURER LANYARD IDL-02 BUCKLE CLIP  Php 28.00/ pc	604 pcs				
43.	ID HOLDER ADVENTURER SEMINAR BADGE IDH-PR2 105 x 74mm  Php 20.00/pc	604 pcs				
44.	PLASTIC TRANSPARENT ACRYLIC CLIPBOARD LONG  Php 100.00/ pc	50 pcs				
45.	VERTICAL FILE FOLDER, PINK COLOR, 15 X 9 X 3 INCHES  Php 210.00/ pc	50 pcs				



46.	VERTICAL FILE FOLDER, ORANGE COLOR, 15 X 9 X 3 INCHES  Php 210.00/ pc	50 pcs				
47.	TRODAT STAMP INK 7011, VIOLET  Php 200.00/ pc	11 pcs				
48.	TRODAT STAMP INK 7011, BLACK  Php 200.00/ pc	11 pcs				
49.	TRODAT STAMP INK 7011, BLACK  Php 200.00/ pc	11 pcs				
<b>LOT II- JANITORIAL SUPPLIES</b>						
1.	DETERGENT POWDER, ALL PURPOSE, WITH FABRIC CONDITIONER, 1KG  Php 100.00/pouch	30 pouches				
2.	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml  Php 50.00/ bottle	12 bottles				
3.	LIGHT- EMITTING DIODE (LED) LINEAR TUBE, 18watts  Php 350.00/ pc	50 pcs				
4.	TISSUE FACIAL BOX/ UNSCENTED 2PLY, 150-250 PULLS  Php 100/ pc	50 pcs				

5.	TRASHBAG, GREEN 22" x 24", M, 10 PIECES PER ROLL OR PACK  Php 50.00/ pack	165 packs				
6.	TRASHBAG, CLEAR 22" x 24", M, 10 PIECES PER ROLL OR PACK  Php 50.00/ pack	165 packs				
7.	TRASHBAG, YELLOW 22" x 24", M, 10 PIECES PER ROLL OR PACK  Php 50.00/ pack	30 packs				
8.	TRASHBAG, BLACK 22" x 24", M, 10 PIECES PER ROLL OR PACK  Php 50.00/ pack	500 packs				
9.	LIGHT-EMITTING DIODE (LED) LIGHT BULB DAYLIGHT, 12 watts  Php 350.00/ pc	50 pcs				
10.	RAGS, ALL COTTON, 1 KILO PER BUNDLE  Php 60.00/ bundle	100 bundles				
11.	DISHWASHING LIQUID, 1000ml  Php 50.00/ bottle	30 bottles				
12.	BLEACH, 1 GALLON, FRESH SCENT  Php 180.00/ gallon	12 gallons				

13.	TOILET TISSUE PAPER, 2 PLY, 12 ROLLS PER PACK  Php 120.00/ pack	250 packs				
<b>LOT III- COMPUTER PRINTER INKS</b>						
1.	INK CARTRIDGE, EPSON C131664100 (16641), BLACK  Php 280.00/ cart	10 carts				
2.	INK CARTRIDGE, EPSON C131664200 (16642), CYAN  Php 300.00/ cart	6 carts				
3.	INK CARTRIDGE, EPSON C131664300 (16643), MAGENTA  Php 300.00/ cart	6 carts				
4.	INK CARTRIDGE, EPSON C131664400 (16644)  Php 300.00/ cart	6 carts				
5.	EPSON MAINTENANCE BOX, MODEL: C13104D100  Php 600.00/ pc	50 pcs				

<b>TOTAL COST:</b>	

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

<p align="center"><b><u>SCHEDULE OF REQUIREMENTS</u></b></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"><b><u>BIDDER’S STATEMENT OF COMPLIANCE</u></b></p> <p align="center"><b>(“Comply” or “Not Comply”)</b></p>
<p align="center"><b>15 Calendar Days upon Receipt of the P.O</b></p>	

<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Your Total Offered Quotation</b>
<b>LOT I- Php600,388.00</b>	In words:
	In figures:
<b>LOT II- Php126,260.00</b>	In words:
	In figures:
<b>LOT III- Php38,200.00</b>	In words:
	In figures:
<b><u>Payment Details:</u></b>	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