



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 (4TH QUARTER)”** 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	Php300,525.00
II	JANITORIALS	Php125,800.00
III	COMPUTER PRINTER INKS	Php102,000.00

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 DECEMBER 10, 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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Certificate No. PHP QMS
22 93 0085

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: _____

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)
LOT I- COMMONLY USED SUPPLIES						
1.	SIGN PEN, FINE TIP, BLACK, 0.5 MM Php50.00/pc	300 pcs				
2.	SIGN PEN, FINE TIP, GREEN, 0.5 MM Php50.00/pc	50 pcs				
3.	BATTERY, DRY CELL SIZE AA, 2 pieces per blister pack, super heavy duty and leak resistance guaranteed Php50.00/pack	75 packs				
4.	BATTERY, DRY CELL SIZE AAA, 2 pieces per blister pack, super heavy duty and leak resistance guaranteed Php65.00/pack	75 packs				
5.	TAPE, MASKING 24MM X 50 METERS Php35.00/roll	70 rolls				

6.	TAPE, TRANSPARENT 24MM X 50 METERS Php25.00/roll	30 rolls				
7.	TAPE, DOUBLE-SIDED, TISSUE TYPE, 24MM X 10 METERS Php50.00/roll	30 rolls				
8.	TAPE, DOUBLE-SIDED, FOAM TYPE, 24MM X 5 METERS Php80.00/roll	30 rolls				
9.	MARKER, WHITEBOARD BLUE, FINE TIP Php30.00/pc	20 pcs				
10.	INDEX TAB, STICKER ADHESIVE 10 COLORS X 20 SHEETS Php50.00/pc	300 pcs				
11.	STENO NOTEBOOK, 40 LEAVES Php28.00/pc	1,000 pcs				
12.	BALLPEN, BLACK, BALLPOINT PEN Php10.00/pc	500 pcs				
13.	NOTEPAD, STICK-ON, 76MM X 100MM, 100 SHEETS PER PAD (3X4) Php55.00/pad	50 pads				

14.	NOTEPAD, STICK-ON, 76MM X 76MM, 100 SHEETS PER PAD Php70.00/pad	50 pads				
15.	TRODAT STAMP INK 7011, RED Php200.00/pc	11 pcs				
16.	SIGN PEN, HI-TECPOINT V5 RT, 0.5MM, BLUE Php85.00/pc	100 pcs				
17.	SIGN PEN, HI-TECPOINT V5 RT, 0.5MM, BLACK Php85.00/pc	100 pcs				
18.	SIGN PEN, HI-TECPOINT V5 RT, 0.7MM, BLUE Php85.00/pc	100 pcs				
19.	SIGN PEN, HI-TECPOINT V5 RT, 0.7MM, BLACK Php85.00/pc	100 pcs				
20.	SIGN PEN, HI-TECPOINT V10, 1.0MM, BLUE Php85.00/pc	200 pcs				
21.	SIGN PEN, HI-TECPOINT V10,RT 1.0MM, BLACK Php85.00/pc	50 pcs				
22.	CORRECTION TAPE, 5MM X 6M, PLUS WHIPER Php120.00/pc	50 pcs				

23.	ENVELOPE, BROWN, SHORT Php5.00/pc	500 pcs				
24.	EXPANDING PLASTIC ENVELOPE W/ HANDLE AND PUSHLOCK, LEGAL SIZE, ASSORTED COLORS Php100.00/pc	500 pcs				
25.	MANILA PAPER, 1200mm x 900mm Php5.00/pc	100 pcs				
26.	THUMBTACKS 100s/box Php30.00/box	10 boxes				
27.	PUSH PIN COLORED UK 100s/box Php60.00/box	10 boxes				
28.	CERTIFICATE FRAME A4 BLACK Php120.00/pc	100 pcs				
29.	KEYBOARD, K120, LOGITECH Php500.00/unit	10 units				
30.	TABLE TOP PEN W/ STRING AND STAND, 0.5MM GEL INK PEN, BLACK Php35.00/pc	100 pcs				

31.	CERTIFICATE JACKET (8.5/11), BLUE Php70.00/pc	200 pcs				
32.	EXTERNAL HARD DRIVE, 1TB Php2,000.00/unit	10 units				
33.	RING BINDER PVC 5/8 DIAMETER, BLACK Php20.00/pc	30 pcs				
34.	WOODEN CERTIFICATE FRAME A4 WITH 1 INCH CREAM MATTING Php220.00/pc	100 pcs				
35.	CUSTOMIZED DEPED4A LANYARD, WIDTH-1 INCH LENGTH-22 INCHES Php85.00/pc	100 pcs				
36.	UNIVERSAL SOCKET ADAPTER 10A 250V, WUA- 002 Php60.00/pc	50 pcs				
37.	ORIGINAL USB FLASH DRIVE 16GB Php200.00/pc	20 pcs				
38.	WHITE ENVELOPE A4 SIZE Php5.00/pc	500 pcs				

LOT II- JANITORIAL SUPPLIES						
1.	DETERGENT POWDER, ALL PURPOSE, WITH FABRIC CONDITIONER, 1 KG Php100.00/pouch	30 pouches				
2.	CLEANER, TOILET BOWL AND URINAL, 900ML - 1000 ML Php50.00/bottle	12 bottles				
3.	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts Php350.00/pc	100 pcs				
4.	TRASHBAG, BLACK, 22" x 24", LARGE, 10 pieces per roll or pack Php40.00/roll	500 rolls				
5.	LIGHT-EMITTING DIODE (LED) LIGHT BULB daylight, 12 watts Php350.00/pc	50 pcs				
6.	DISHWASHING LIQUID, 1000 ml Php50.00/bottle	30 bottles				
7.	BLEACH, 1 GALLON, FRESH SCENT Php180.00/gallon	15 gallons				

8.	TOUGH CLEAN SCRUB SPONGE, HEAVY DUTY Php45.00/pc	30 pcs				
9.	MURIATIC ACID FOR HOUSEHOLD, 500ml Php60.00/bottle	30 bottles				
10.	LIQUID SOSA, 500ML Php120.00/bottle	30 bottles				
11.	HEAVY DUTY WOODEN FLOOR BRUSH 14 inches, 4ft handle Php350.00/pc	10 pcs				
12.	RUBBER TOILET PUMP W/ HANDLE Php50.00/pc	10 pcs				
13.	TOILET BOWL BRUSH W/ PLASTIC HOLDER Php50.00/pc	10 pcs				
14.	RAYON MOP HEAD REFILL, HEAVY DUTY Php120.00/pc	15 pcs				
15.	SCOTCH BRITE EVERYDAY CLEANING MOP REFILL Php250.00/pc	30 pcs				
16.	DOORMAT CLOTH, RECTANGLE Php50.00/pc	50 pcs				

17.	CAR AIR FRESHNER 42G, SPILLPROOF, ORGANIC, LEMON/SQUASH SCENTS Php300.00/pc	50 pcs				
18.	FABRIC CONDITIONER ANTIBAC+ KONTRA GERMS REFILL (WITH SAFEGUARD) 1.38L Php320.00/bottle	20 bottles				
19.	HEAVY DUTY SNAP OFF BLADE CUTTER KNIFE (18X100mm) Php70.00/pc	15 pcs				
LOT III- COMPUTER PRINTER INKS						
1.	INK CARTRIDGE, HP CZ107AA (HP 678), Black Php500.00/cart	15 carts				
2.	INK CARTRIDGE, HP CZ108AA (HP 678), Tri-Color Php500.00/cart	15 carts				
3.	EPSON INK, BLACK 003 Php350.00/bottle	15 bottles				
4.	EPSON INK, CYAN 003 Php300.00/bottle	15 bottles				

5.	EPSON RIBBON CARTRIDGE, LX-310 Php150.00/ribbon	5 ribbons				
6.	EPSON COMPUTER RIBBON FX-2190 Php375.00/ribbon	20 ribbons				
7.	HP 704 BLACK Php500.00/cart	20 carts				
8.	HP 704 COLORED Php500.00/ carts	20 carts				
9.	SAMSUNG TONER ML 2855ND MLT D209L Php4,900.00/cart	5 carts				
10.	SAMSUNG TONER CARTRIDGE MLT D203L Php4,900.00/cart	5 carts				
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> (“Comply” or “Not Comply”)</p>
<p align="center">15 Calendar Days upon Receipt of the P.O</p>	

<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Your Total Offered Quotation
<p align="center">LOT I- Php300,525.00</p>	In words:
	In figures:
<p align="center">LOT II- Php125,800.00</p>	In words:
	In figures:
<p align="center">LOT III- Php102,000.00</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>
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