



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

REQUEST FOR QUOTATION

The **Department of Education, Schools Division of Digos City**, through its Bids and Awards Committee, intends to invite eligible bidder for the "**PROCUREMENT and DELIVERY of Common-use supplies for Project No. 24-01-012C-A**" for CY 2024 in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Sixty-Three Thousand Five Hundred Eighty-Two and 14/100 Pesos Only (P163,582.14)**.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than March 6, 2024, 9:30 AM** at the DepEd SDO-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **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 and PhilGEPS Registration Number** is also 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 Mayor's/Business Permit.

For any clarification, you may contact us at telephone no. **(082)-553-8396**, or email address at bac.digocity@deped.gov.ph.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.
BAC- Chairperson

Name of Company : _____
 Address : _____
 Name of Store/Shop : _____
 Address : _____
 TIN : _____
 PhilGEPS Registration Number : _____
 RFQ Number : **24-02-012C-A**

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (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

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.

Item	Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
Lot 3	piece	Sign Pen, Extra Fine Tip, Black, (0.5)	65		
	piece	Sign Pen, Fine Tip, Black, (0.7)	9		
	piece	Sign Pen, Extra Fine Tip, Blue, (0.5)	44		
	piece	Sign Pen, Medium Tip, Blue	9		
	pack	BATTERY, dry cell, size AA	27		
	pack	BATTERY, dry cell, size AAA	6		
	bottle	INK, for stamp pad, 50mL	12		
	piece	PHILIPPINE NATIONAL FLAG, 3x6 ft.	8		
	jar	GLUE, all-purpose	24		
	box	STAPLE WIRE, heavy duty (binder type), 23/13	3		
	box	STAPLE WIRE, standard, No. 35	38		
	roll	TAPE, electrical	5		
	roll	TAPE, masking, 24mm	8		
	roll	TAPE, masking, 48 mm	8		
	roll	TAPE, packaging, 48 mm	5		
	roll	TAPE, transparent, 24mm	5		
	roll	TAPE, transparent, 48 mm	15		
	box	CLIP, backfold, 19mm	6		
	box	CLIP, backfold, 25mm	20		
	box	CLIP, backfold, 32mm	20		
	box	CLIP, backfold, 50mm	31		
	piece	CORRECTION TAPE	69		
	piece	DATER STAMP	2		
	box	FASTENER, plastic, 70mm	28		
	piece	FILE ORGANIZER, Expanding, plastic, legal	9		
	pack	FOLDER, L-type, A4	3		
	pack	FOLDER, L-type, legal	5		
	piece	MARKER, Permanent, Black	37		
	piece	MARKER, Whiteboard, Black	9		
	box	PAPER CLIP, vinyl/plastic coated, 33mm	44		
	box	PENCIL, lead/graphite, with eraser	3		
	piece	PENCIL SHARPENER, manual, single cutter head	2		
	piece	PUNCHER, paper, heavy duty	8		
	box	RUBBER BAND No. 18	2		
	piece	STAMP PAD, felt	1		
	pair	SCISSORS, symmetrical or asymmetrical	27		
	piece	STAPLER, standard type, No. 35	26		
	unit	STAPLER, heavy duty (binder type)	4		
	piece	STAPLE REMOVER, plier type	7		
	piece	TAPE DISPENSER, table top	2		
	pad	NOTE PAD, stick on, 50mm x 76 mm	10		
	pad	NOTE PAD, stick on, 76mm x 100 mm	15		
	pad	NOTE PAD, stick on, 76mm x 76 mm	16		
	ream	PAPER, MULTIPURPOSE A4	65		
	ream	PAPER, MULTIPURPOSE LEGAL	40		
	book	RECORD BOOK, 300 PAGES	3		
	book	RECORD BOOK, 500 PAGES	3		
	box	Rubber bands	2		
	bottle	Ink or stamp pads	1		
	piece	Folders (LONG) WHITE	100		
	piece	Stapler heavy duty, No. 35	10		
	box	Binder or bulldog clips (MEDIUM)	10		
	piece	Folders (LONG) BROWN	100		
	box	Sign Pen (0.5) - black	25		
	box	Sticky Notes / Post It	1		
	pc	expanded folder	20		
	pck	Stabilo Marker	8		
	box/25pcs	BALLPEN (black 0.5)	3		
	box/25pcs	BALLPEN (blue 0.5)	3		
	piece	CORRECTION TAPE (refillable) 20m	50		
	piece	EPSON INK, 003 BLACK	21		

piece	EPSON INK, 003 MAGENTA	14		
piece	EPSON INK, 003 CYAN	14		
piece	EPSON INK, 003 YELLOW	14		
box	PENCIL, #2	2		
bottle	EPSON, INK 6642	15		
bottle	EPSON, INK 6643	10		
bottle	EPSON, INK 6644	10		
bottle	EPSON, INK 6641	10		
pack	Sticker Paper (for Property Label)	10		
bots	INK BLACK BROTHER D60k	6		
box	Staple Wire #10	2		
bottle	Brother Ink - BT5000 (Cyan/Magenta/Yellow)	6		
box	PAPER, Multicopy, A4, 80 gsm	10		
box	PAPER, Multicopy, Legal, 80 gsm	10		
box	PAPER, Multicopy, A4, 70 gsm	10		
box	PAPER, Multicopy, Legal, 70 gsm	10		
pc	SIGN PEN, BLUE, 0.7	20		
unit	PRINTER, Inkjet, Color	2		
bottle	Printer Ink, 5000C	1		
bottle	Printer Ink, 5000M	1		
bottle	Printer Ink, 5000Y	1		
pc	Data Folder (legal - blue)	120		
bottle	Brother Ink - BT6000 Black	12		
bottle	Epson M15180 Black Ink 008	- 2		

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

Financial Offer	
Approved Budget for the Contract	
One Hundred Sixty-Three Thousand Five Hundred Eighty-Two and 14/100 Pesos Only (P163,582.14)	In words: _____ _____ _____
	In figures: _____

Payment Details:	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 fulfillment 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	

SCHEDULE OF REQUIREMENTS	
The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site.	
SCHEDULE OF REQUIREMENTS	Delivery Schedule
Delivery of goods/supplies (enumerated under Technical Specifications)	

TERMS AND CONDITIONS:
<ol style="list-style-type: none"> 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 DepED 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, DepED 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.

Signature over printed name

Office Telephone/Fax/Mobile no.

Position/Designation

Email address/es