

## Republic of the Philippines

## Department of Education

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 Supplies for Project No. 24-07-070: Procurement and Delivery of Storage Drives for Reading Materials, Videos and Other Related Learning Resources" 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 Seventeen Thousand Pesos Only (P117,000.00).

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than July 10, 2024, 9:30 AM** at the DepEd Schools Division Office-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.digoscity@deped.gov.ph**.

MARIA GENEVIEVE T. FRANCISQUETE, Ed.D.

BAC Chairperson

For and in the absence of the Chairperson:

CHERRY ROSSETTE E. OLIVA

BAC Member

| Name of Company Address  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 requirements will disqualify your quotation. (4) Failure to follow these instructions will disqualify your entire quotation. (5) Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.  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 and the remainder of the item being offered is for free.   | te: July 5, 2024      | Date:                    |                 |   |  |  |   |           |
|--|-----------------------|--------------------------|-----------------|---|--|--|---|-----------|
| Approved Budget for the Contracts  One Hundred Seventeen Thousand Pesos  INSTRUCTIONS:  Instruct | CC. Suly S/ LULY      | Dute.                    |                 |   |  |  | ompany  | Name of C |
| ### Interest Registration Number ### 12-40-7070  ### Interest Registration Number ###  |                       |                          |                 |   |  | :  | Character (Character)                               |           |
| 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 requirements will disqualify your quotation.  (4) Failure to follow these instructions will disqualify your entire quotation.  (5) Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.  Sir/Madam:  Technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your entire quotation.  (6) Bidders must have a physical store with readily available supplies in case in need of post-qualification evaluation.  Sir/Madam:  TECHNICAL SPECIFICATION  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.  Them Unit Description  Total Quantity Unit Cost (Vat Inclusive)  Yideos and Other Related Learning Resources:  Piece External hard drive, TTB, shock-resistant, portable, with HDDGOO  39  software and AES 256-bit Encryption On the inside HDD  The above quoted prices are inclusive of all costs and applicable taxes  Financial Offer  Approved Budget for the Contract  One Hundred Seventeen Thousand Pesos  Inwords:  Inwords:  Inwords:  Inwords:  Inwords:  |                       |                          |                 |   |  | · · · · · ·  | Store/Shop  |           |
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| 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 Videos and Other Related Learning Resources:  piece External hard drive, 1TB, shock-resistant, portable, with HDDtoGO 39 software and AES 256-bit Encryption On the inside HDD software and AES 256-bit Encryption On the in | ne item/s as follows: | ır quotation for the ite | ereunder is ou  | Quotation, he                           | and Conditions in the Request for  | ad and accepted the Terms  |   |           |
| Lot 1 Procurement and Delivery of Storage Drives for Reading Materials, Videos and Other Related Learning Resources:  piece External hard drive, ITB, shock-resistant, portable, with HDDtoGO 39 software and AES 256-bit Encryption On the inside HDD  software and AES 256-bit Encryption On the inside HDD  software and AES 256-bit Encryption On the inside HDD  "The above quoted prices are inclusive of all costs and applicable taxes  Financial Offer  Approved Budget for the Contract One Hundred Seventeen Thousand Pesos   | ree.                  | g offered is for free.   | o" if item bein |   |  | offer for the item/s below.  | ote your b  | Please qu |
| Lot 1 Procurement and Delivery of Storage Drives for Reading Materials, Videos and Other Related Learning Resources:  piece External hard drive, 1TB, shock-resistant, portable, with HDDtoGO 39 software and AES 256-bit Encryption On the inside HDD  software and AES 256-bit Encryption On the inside HDD  "The above quoted prices are inclusive of all costs and applicable taxes  Financial Offer  Approved Budget for the Contract One Hundred Seventeen Thousand Pesos  In words:   | t Total Cost (Vat     |                          |                 |   | Description  |  | Unit  | Item      |
| Videos and Other Related Learning Resources:   piece   External hard drive, 1TB, shock-resistant, portable, with HDDtoGO   39  |                       | ,                        | -               | Materials.                              | of Storage Drives for Reading  | ocurement and Delivery   |   | Lot 1     |
| software and AES 256-bit Encryption On the inside HDD  |                       |                          |                 | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |  |  |   |           |
| software and AES 256-bit Encryption On the inside HDD  |                       |                          | 20              | UDDI GO                                 |  | 11 111 170   | -1  |           |
| *The above quoted prices are Inclusive of all costs and applicable taxes  Financial Offer  Approved Budget for the Contract  One Hundred Seventeen Thousand Pesos  |                       |                          | 39              | HDDtoGO                                 |  |  | piece   |           |
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| One Hundred Seventeen Thousand Pesos   |                       |                          |                 |   | In words:  | or for the Contract  | Proved B  | АР        |
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|  |                       |                          |                 |   |  | Only   |   |           |
| ₱117,000.00  |                       |                          |                 |   |  | .000.00  | P1  |           |
| In figures:  |                       |                          |                 |   | 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   |   |  |  |  |  |
|  |   | COURDING OF BEOUT                      | PAPATA   |  |  |
|  |   | SCHEDULE OF REQUI                      | REMENTS  |  |  |
| The delivery sch   | edule ex  | pressed 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)                               |   | Within 10 days upon receipt            | of Purchase Order.   |  |  |
|  |   | TERMS AND CONDI                        | TIONS:   |  |  |
| Bidders shall provide correct and accu   | rate info   | mation required in this form.          |  |  |  |
| 2. Price quotation/s must be valid for a p   | eriod of  | sixty (60) calendar days from the da   | ate of submission of quotation.  |  |  |
| 3. Price quotation/s, to be denominated  | in Philipp  | ine peso shall include all taxes, duti | es and/or levies payable.  |  |  |
| 4. Quotations exceeding the Approved B   | udget for   | the Contract shall be rejected.        |  |  |  |
| <ol><li>Award of contract shall be made to th<br/>consulting services) which complies with</li></ol> |   |  | (for goods and infrastructure) or, the highest rated offer (for terms and conditions stated herein.                                  |  |  |
| 6. Any interlineations, erasures or overw  | riting sha  | ll 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   | g to the  | requirements specified in the Techn    | ical Specifications.   |  |  |
| 8. The DepED shall have the right to insp  | ect and/  | or to test the goods to confirm their  | r conformity to the technical specifications.  |  |  |
|  |   |  | ted Quotation/Lowest Calculated and Responsive Quotation, DepED ne single winning provider in accordance with GPPB Circular 06-2005. |  |  |
|  |   |  | the required supporting documents, in accordance with<br>e corresponding bank transfer fee, if any, shall be chargeable              |  |  |
|  |   |  |  |  |  |
| Signature over printed name  |   |  | Office Telephone/Fax/Mobile no.  |  |  |
| Position/Designation   |   |  | Email address/es   |  |  |
|  |   |  |  |  |  |