

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 Supplies for Project No. 24-12-146: Procurement of Supplies for the use of Division Office for the 4th Quarter of CY 2024" 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 Thousand Pesos Only (P100,000.00).

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative **not later than December 16, 2024, 1:30 PM** 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 <u>through facsimile</u> 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:

CLARENCE S. PILLERIN

BAC Vice-Chairperson

		Date: <u>December 10, 2024</u>
Name of Company	:	
Address		_
Contact Number		_
Name of Store/Shop	:	_
Address	:	_
TIN	:	_
PhilGEPS Registration Number		_
RFQ Number	: 24-12-146	_
		_

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.
- (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 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 1		Procurement and Delivery of:			
				-	
		Supplies for use of the Division Office for the 4th Quarter of CY 2024			
		Supplies for use of the bivision office for the 4th Quarter of C1 2024			
	piece	Ball pen, extra fine tip, black, 0.5	105		
	piece	Philippine national flag, 3x6ft.	5		
	bottle	Brother ink, D60, black	11		
	set	Brother ink, BT5000 (Cyan, Magenta, Yellow)	9		
	box	Pencil, lead/graphite, with eraser	20		
	piece	Correction tape, with extra refill	40		
	unit	Stand/electric fan, 20 inches, heavy duty, powerfull	40		
	unit	Water dispenser, hot and cold, bottom load	4		
	unit	Scanner, hi-speed, desktop, 2-sided scan up to 80 images per	1		
		minute, 80 sheet Automatic Document Feeder (ADF)			

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

<u>Financial Offer</u>				
Approved Budget for the Contract				
	In words:			
One Hundred Thousand Pesos Only ₱100,000.00	In figures:			

Payment Details:						
		r facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated ontract as well as upon inspection and acceptance of the goods by the end user.				
	iii tile co	ontract as well as upon hispection and acceptance of the goods by the end user.				
Banking Institution						
Account Number						
Account Name Branch						
Diancii						
		SCHEDULE OF REQUIREMENTS				
The delivery s	chedule ex	pressed as weeks/months stipulates hereafter the delivery date to the project site.				
SCHEDULE OF REQUIREMEN						
Delivery of goods/supplies (enume	rated					
under Technical Specifications)	ateu	Within 10 days upon receipt of Purchase Order.				
		TERMS AND CONDITIONS:				
1. Bidders shall provide correct and accu	ırate inforn	nation 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.						
		4				
3. Price quotation/s, to be denominated	in Philippin	ne peso shall include all taxes, duties and/or levies payable.				
4. Quotations exceeding the Approved E	udget for t	the Contract shall be rejected.				
5 Award of contract shall be made to the	e lowest ca	alculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting				
		cal specifications and other terms and conditions stated herein.				
6. Any interlineations, erasures or overw	riting 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	g to the re	equirements specified in the Technical Specifications.				
8. The DepED shall have the right to ins	pect and/o	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.					
government accounting rules and r	er deliver egulations	y and upon the submission of the required supporting documents, in accordance with existing s. 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.				
Signature ever printed name		office receptioners any nobile not				
Position/Designation		Email address/es				
Fosition/ Designation		Lilidii duulessyes				
Canvassed by:						
Signature over printed name						
 Date						