

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 Office Equipment for Project No. 24-12-163A: Procurement of Supplies and Equipment for Special Needs Education" 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 Thirty Five Thousand Nine Hundred Seventy Two Pesos and Ninety Cents Only (P135,972.90).

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 23, 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 <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: December 19, 2024
Name of Company	:	
Address		
Contact Number		
Name of Store/Shop		
Address		
TIN	1	
PhilGEPS Registration Number		
RFQ Number	: 24-12-163A	

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:			
		Office Equipment for the Special Needs Education			
	unit	Printer, with minimum specifications:	6		
	unit	Print, Scan, Copy, Fax with ADF	0		
		Print, Scan, Copy, Fax With ADF	_		
		Compact integrated tank design			
		High yield ink bottles			
		Spill-free, error-free refilling			
		Wi-Fi, Wi-Fi Direct			
		Seamless setup			
		Borderless printing up to 4R			
		Maximum Resolution: 5760 x 1440 dpi			
		Print speed: Draft, A4 (Black / Colour): Up to 33 ppm / 15 ppm*2			
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*The above quoted prices are inclusive of all costs and applicable taxes

	Financial Offer
Approved Budget for the Contract	
One Hundred Thirty Five Thousand Nine	In words:
Hundred Seventy Two Pesos and Ninety	
Cents Only	
B12E 072 00	In figures:
P135,972.90	
	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	+					
Didicii						
	127 22 22	SCHEDULE OF REQUIREMENTS				
The delivery se	chedule ex	pressed as weeks/months stipulates hereafter the delivery date to the project site.				
SCHEDULE OF REQUIREMEN	TS	Delivery Schedule				
Delivery of goods/supplies (enumerated under Technical Specifications)		Within 10 days upon receipt of Purchase Order.				
		TERMS AND CONDITIONS:				
1. Bidders shall provide correct and accurate information required in this form.						
2. Price quotation/s must be valid for a p	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	n Philippin	e peso shall include all taxes, duties and/or levies payable.				
4. Quotations exceeding the Approved Br	udget for t	he Contract shall be rejected.				
		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	quirements specified in the Technical Specifications.				
8. The DepED shall have the right to insp	pect and/or	r to test the goods to confirm their conformity to the technical specifications.				
		have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED shall nethod to finally determine the single winning provider in accordance with GPPB Circular 06-2005.				
		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				
Signature over printed name		Office Telephone/Fax/Mobile no.				
Position/Designation		Email address/es				

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