

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 Machinery and Equipment for Project No. 24-12-163B: 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 Twenty Nine Thousand Eight Hundred Pesos Only (P129,800.00).

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 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 or email at the address and contact numbers indicated below.</u>

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 absende 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		
PhilGEPS Registration Number		
RFQ Number	: 24-12-163B	
	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 2		Procurement and Delivery of:			
		Machinery and Equipment for the Special Needs Education			
	-1	Cooling and stripless stee with source C liters	12		
	piece	Cooking pot, stainless stee with cover, 6 liters	12		
-	unit	Sewing machine, portable mini sewing machine with 12 stitches, extension table	6		
		CACHSOT GOIC			

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

Financial Offer			
Approved Budget for the Contract			
One Hundred Twenty Nine Thousand Eight Hundred Pesos Only P129,800.00	In words: In figures:		

Transfer facility after submission of billing statement/invoice and upon fulfilliment 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 Number Branch SCHEDULE OF REQUIREMENTS The delivery schedule expressed as weeks/months stipulates hereafter the delivery date to the project site. SCHEDULE OF REQUIREMENTS The delivery of goods/supplies (enumerated under Technical Specifications) Within 10 days upon receipt of Purchase Order. IERMS AND CONDITIONS: 1. Bidders shall provide correct and accurate information required in this form. 2. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies psyable. 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 interlinations, ensures or overwriting shall be valid only if they are signed or initiated 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 sha adopt and employ "draw lofs" as the the breaking method to finally determine the single winning provider in accordance with existing overnment accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account. Canvassed by: Signature over printed name Desiton/Designation Defice Telephone/Fax	Payment Details:	Paymen	t shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank		
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