

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 Supplies for Project No. 25-01-005C: Procurement Supplies for the Programme for International Student Assessment (PISA) Preparation and Conduct for CY 2025" for CY 2025 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 Sixty Two Thousand Two Hundred Fifty Pesos Only (P62,250.00).

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 January 20, 2025, 10:30 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 **2025 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

		Date: January 15, 2025
Name of Company	:	
Address	1	
Contact Number	1	
Name of Store/Shop	:	
Address	:	
TIN	:	
PhilGEPS Registration Number	:	
RFQ Number	: 25-01-005C	
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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.

Unit	Description	Total Quantity	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	Procurement and Delivery of:			
	Office Sumplies for the Brogramme for International Student			
	Assessment (DTSA) Proporation and Conduct for CV 2025			
	Assessment (PISA) Preparation and Conduct for CY 2025			
ream	Bookpaper, 70gsm, A4	10		
	Bookpaper, 70gsm, legal	20 10 3		
pack	Battery, AAA, 4 pieces per pack			
piece	Marker, white board, black			
unit	Printer, 3 in 1 all-in-one tank printer			
set	Printer ink, printer compatible, (1 set Cyan, Yellow, Magenta, & 6 pieces Blac	9		
piece	Clock, digital, wall mount, for classroom with alarm function	3		
	ream ream pack piece unit set	Procurement and Delivery of: Office Supplies for the Programme for International Student Assessment (PISA) Preparation and Conduct for CY 2025 ream Bookpaper, 70gsm, A4 ream Bookpaper, 70gsm, legal pack Battery, AAA, 4 pieces per pack piece Marker, white board, black unit Printer, 3 in 1 all-in-one tank printer set Printer ink, printer compatible, (1 set Cyan, Yellow, Magenta, & 6 pieces Blac	Procurement and Delivery of: Office Supplies for the Programme for International Student Assessment (PISA) Preparation and Conduct for CY 2025 ream Bookpaper, 70gsm, A4 ream Bookpaper, 70gsm, legal pack Battery, AAA, 4 pieces per pack piece Marker, white board, black unit Printer, 3 in 1 all-in-one tank printer set Printer ink, printer compatible, (1 set Cyan, Yellow, Magenta, & 6 pieces Blac)	Office Supplies for the Programme for International Student Assessment (PISA) Preparation and Conduct for CY 2025 ream Bookpaper, 70gsm, A4 ream Bookpaper, 70gsm, legal pack Battery, AAA, 4 pieces per pack piece Marker, white board, black unit Printer, 3 in 1 all-in-one tank printer set Printer ink, printer compatible, (1 set Cyan, Yellow, Magenta, & 6 pieces Blac)

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

	Financial Offer			
/ Ap	proved Budget for the Contract			
- AL	Two Thousand Two Hundred Fifty Pesos Only	In words:		
	₱62,250.00	In figures:		

Payment Details: Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDD. Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations in the contract as well as upon inspection and acceptance of the goods by the end user.					
Banking Institution					
Account Number					
Account Name					
Branch					
The delivery s	chedule e	SCHEDULE OF REQUIREMENTS expressed as weeks/months stipulates hereafter the delivery date to the project site.			
SCHEDULE OF REQUIREMEN	NTS	Delivery Schedule			
Delivery of goods/supplies (enumerated under Technical Specifications)		Within 10 days upon receipt of Purchase Order.			
		TERMS AND CONDITIONS:			
Bidders shall provide correct and acc	urate infor	mation 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 Philippi	ine peso shall include all taxes, duties and/or levies payable.			
4. Quotations exceeding the Approved I	Budget for	the Contract shall be rejected.			
		calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting ical specifications and other terms and conditions stated herein.			
6. Any interlineations, erasures or overv	vriting sha	Il 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	ng to the r	equirements specified in the Technical Specifications.			
8. The DepED shall have the right to ins	pect and/	or to test the goods to confirm their conformity to the technical specifications.			
In case two or more bidders are dete adopt and employ "draw lots" as the tie	rmined to -breaking	have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, DepED shall method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.			
 Payment shall be processed af government accounting rules and a contractor's account. 	ter delive regulation	ery and upon the submission of the required supporting documents, in accordance with existing ns. 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			
Signature over printed name					

Date