

# 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 Printing Services for Project No. 25-02-021: Procurement of Printing Services and Delivery of Philippine Informal Reading Inventory Assessment Tool for Key Stage 2 and 3 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 Four Hundred Twenty Four Thousand Eight Hundred Twenty Eight Pesos Only (P424,828.00).

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 March 3, 2025, 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 or email at the address and contact numbers indicated below.</u>

A copy of your **2025 Business/Mayor's Permit, Tax Clearance 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: <b>February 26, 2025</b> |
|------------------------------|-------------|--------------------------------|
| Name of Company              | :           |                                |
| Address                      |             |                                |
| Contact Number               |             |                                |
| Name of Store/Shop           |             |                                |
| Address                      |             |                                |
| TIN                          |             |                                |
| PhilGEPS Registration Number |             |                                |
| RFQ Number                   | : 25-02-021 |                                |
|                              |             |                                |

## 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<br>Quantity | Unit Cost (Vat<br>Inclusive) | Total Cost (Vat<br>Inclusive) |
|-------|-------|---|-------------------|------------------------------|-------------------------------|
| Lot 1 |       | Procurement and Delivery of:  |                   |                              |                               |
|       |       | Printing Services for the Printing of Philippine Informal Reading Inventory Assessment Tool for Key Stage 2 and 3 |                   |                              |                               |
|       | piece | Learners' Copy English 7 Passage (Pre-test) Key Stage 3 Size: A4 No. of Pages: 3 Stapled                          | 3783              |                              |                               |
|       | piece | Learners' Copy English 8 Passage (Pre-test) Key Stage 3 Size: A4 No. of Pages: 3 Stapled                          | 3003              |                              |                               |
|       | piece | Learners' Copy English 9 Passage (Pre-test) Key Stage 3 Size: A4 No. of Pages: 3 Stapled                          | 3249              |                              |                               |
|       | piece | Learners' Copy English 10 Passage (Pre-Test) Key Stage 3 Size: A4 No. of Pages:3 Stapled                          | 3462              |                              |                               |
|       | piece | Teachers' Copy-Oral English 7 Key Stage 3 Size: A4 No. of Pages: 4 Stapled  | 50                |                              |                               |
|       | piece | Teachers' Copy-Oral<br>English 8<br>Key Stage 3<br>No. of Pages: 4<br>Stapled                                     | 50                |                              |                               |

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\*The above quoted prices are inclusive of all costs and applicable taxes

| Financial Offer   |                       |  |
|---|-----------------------|--|
| Approved Budget for the Contract  |                       |  |
| Four Hundred Twenty Four Thousand Eight Hundred Twenty Eight Pesos Only  \$\P\$424,828.00 | In words: In figures: |  |

| Payment Details:                         | Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADAy Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stips in the contract as well as upon inspection and acceptance of the goods by the end user. |   |  |
|--|--|---|--|
|  | iii die co   | nti act as well as upon inspection and acceptance of the goods by the end user.   |  |
| Banking Institution                      |  |   |  |
| Account Number                           |  |   |  |
| Account Name                             |  |   |  |
| Branch                                   |  |   |  |
|  |  | SCHEDULE OF REQUIREMENTS  |  |
| The delivery                             | schedule exp   | pressed as weeks/months stipulates hereafter the delivery date to the project site.   |  |
| SCHEDULE OF REQUIREME                    | NTS  | Delivery Schedule   |  |
| Delivery of goods/supplies (enumerated   |  | Within 10 days upon receipt of Purchase Order.  |  |
|  |  | TERMS AND CONDITIONS:   |  |
| Bidders shall provide correct and acc    | curate inform  | nation required in this form.   |  |
| Price quotation/s must be valid for a    | period of six  | kty (60) calendar days from the date of submission of quotation.  |  |
| 3. Price quotation/s, to be denominate   | d in Philippin   | e peso shall include all taxes, duties and/or levies payable.   |  |
| 4. Quotations exceeding the Approved     | Budget for the   | he Contract shall be rejected.  |  |
|  |  | elculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting all specifications and other terms and conditions stated herein.                              |  |
| 6. Any interlineations, erasures or over | writing 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 accord  | ing to the re  | quirements specified in the Technical Specifications.   |  |
| 8. The DepED shall have the right to in  | spect and/or   | 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<br>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  |  |

Canvassed by;

Signature over printed name

O2 /25 / 25

Dake