

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 Services for Project No. 25-03-036: Procurement of Additional Printing Services for the Grade 1 Mathematics Transition Learning Resources of the MATATAG Lesson Exemplars (LEs) and Worksheets (WSs) 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 Three Hundred Fifty-Three Thousand Nine Hundred Fifteen Pesos and 35/100 Only (P353,915.35).

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 17, 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 TI FRANCISQUETE, Ed.D.

N		Date: March 10, 2025
Name of Company Address		
Contact Number	:	
Name of Store/Shop Address		
TIN		
PhilGEPS Registration Number		\blacktrian
RFQ Number	: 25-03-036	
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	INSTRUCTIONS:	

- (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,
- (6) Products covered by the Bureau of Philippine Standards' (BPS) Mandatory Product Certification Schemes, whether locally manufactured or imported, are required to bear the Philippine Standard (PS) Mark or Import Commodity Clearance (ICC).

## 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:		anoradiva	ziiciasivej		
	Procurement of Additional Printing Services for the Grade 1 Math Tr	rancition				
	Learning Resources of the MATATAG Lesson Exemplars (LEs) and W					
		and the state of the first time account another (and ) and the first of the state o				
	Grade 1 Mathematics					
pieo	Lesson Exemplar (LE) - Landscape	122				
piece		1903				
	Quarter 2 to 4 - Number of pages: 340 LEs / 197 WSs					
	Paper size: 8.27" x 11.69" (A4)					
	Paper type cover: Foldcote cal. 10 solid white		X (2.11)			
	Inside page: Uncoated book paper, 60gsm, 80% brightness, 90% opacity					
	Cover: Self-cover					
	Color					
	Cover: 1 color (black and white)					
	Inside pages: 1 color (black and white)					
	Binding: Perfect binding					
-						
		1				
		1				
			Grand Total:			

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

Financial Offer			
Approved Budget for the Contract			
Three Hundred Fifty Three Thousand Nine Hundred Fifteen Pesos and 35/100 Only \$\int\$353,915.35	In words: In figures:		

Payment Details:	Transfe	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				
		SCHEDULE OF REQUIREMENTS		
The o	delivery schedule ex	expressed as weeks/months stipulates hereafter the delivery date to the project site.		
SCHEDULE OF REQUIREMENTS		Delivery Schedule		
Delivery of goods/supplies (enumerated under Technical Specifications)		Within 10 days upon receipt of Purchase Order.		
		TERMS AND CONDITIONS:		
		TERMS AND CONDITIONS:		
1. Bidders shall provide correct	t and accurate info	mation required in this form.		
2. Price quotation/s must be va	alid for a period of	sixty (60) calendar days from the date of submission of quotation.		
3. Price quotation/s, to be den	ominated in Philipp	ine peso shall include all taxes, duties and/or levies payable.		
4. Quotations exceeding the A	pproved Budget for	the Contract shall be rejected.		
		calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting nical specifications and other terms and conditions stated herein.		
6. Any interlineations, erasures	s or overwriting sha	all 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 delivere	d according to the	requirements specified in the Technical Specifications.		
8. The DepED shall have the ri	ight to inspect and/	for 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 method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.		

10. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the

Office Telephone/Fax/Mobile no.

Position/Designation

Email address/es

Canvassed by:

contractor's account.

Signature of er printed name

Date