



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. 24-04-042A-A: Procurement of Office Supplies for the use of Division Office for the 2nd Quarter of CY 2024**" 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 **Seventy Four Thousand Three Hundred Ninety Four Pesos and Fifty Cents Only (₱74,394.50)**.

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 May 8, 2024, 9:30 AM** at the DepEd SDO-Digos City, Roxas cor. Lopez Jaena Street, Zone II, Digos City, Davao del Sur. **Quotations** may also be submitted through facsimile 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

Date: **May 3, 2024**

Name of Company : _____
 Address : _____
 Name of Store/Shop : _____
 Address : _____
 TIN : _____
 PhilGEPS Registration Number : _____
 RFQ Number : **24-04-042A-A**

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.

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		<i>Procurement and Delivery of:</i>			
	piece	Clearbook	10		
	piece	Sign Pen, Black (.5)	57		
	piece	Sign Pen, Medium tip, Black (.7)	50		
	piece	Sign Pen, Blue (.5)	86		
	bottle	INK, for stamp pad, 50mL	2		
	box	STAPLE WIRE, standard	5		
	piece	RULER, flexible, plastic, 450mm	5		
	box	CLIP, backfold, 25mm	10		
	piece	CORRECTION TAPE	67		
	piece	Data File Box	50		
	box	Fastener (Plastic)	5		
	ream	Brown Folder A4	1		
	piece	MARKER, fluorescent	1		
	piece	MARKER, permanent, black	3		
	piece	MARKER, Whiteboard, Blue	2		
	box	PAPERCLIP, vinyl/plastic coated, 33mm	5		
	box	PAPERCLIP, vinyl/plastic coated, jumbo, 50mm	15		
	piece	PAPER TRIMMER/Cutting Machine heavy duty	1		
	box	RUBBER BAND No. 18	5		
	piece	STAPLER, standard #35, heavy duty	2		
	piece	TAPE DISPENSER, table top	1		
	piece	NOTEPAD, stick-on, 50mmx76mm	10		
	piece	NOTEPAD, stick-on, 76mmx100mm	10		
	piece	NOTEPAD, stick-on, 76mmx76mm	10		
	piece	STENO NOTEBOOK	5		
	ream	PAPER, MULTICOPY A4	148		
	book	RECORD BOOK, 300 PAGES	2		
	ream	RECORD BOOK, 500 PAGES	5		
	piece	DOUBLE SIDED TAPE	2		
	piece	DATA FOLDER (LEGAL-BLUE)	20		
	bottle	EPSON M15180 Black Ink 008	2		
	piece	TONER CARTIDGE 2380	1		

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

Financial Offer

Approved Budget for the Contract	
Seventy Four Thousand Three Hundred Ninety Four Pesos and Fifty Cents Only P74,394.50	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-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 delivery schedule 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:

1. Bidders shall provide correct and accurate information 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 Philippine peso shall include all taxes, duties and/or levies payable.
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 interlineations, erasures or overwriting 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 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 shall adopt and employ "draw lots" as the tie-breaking 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 contractor's account.**

Signature over printed name

Office Telephone/Fax/Mobile no.

Position/Designation

Email address/es