

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 Supplies and Equipment for Project No. 24-07-071A: Procurement and Delivery of Supplies and Equipment for the National Learning Camp" 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 Eighty-Eight Thousand Eight Hundred Eighty-Eight Pesos Only (P188,888.00).

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 July 10, 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 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

For and in the absence of the Chairperson:

and in the absence of the champerso

CHERRY ROSSETTE E. OLIVA

BAC Member

| | | | | | | Date: | July 5, 2024 |
|-----------------------------|---|---|---|-------|-------------------|------------------------------|------------------------------|
| Name of Company : | | | | | | | |
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| | | | INSTRUCTIO | NS: | | | |
| (2) E (3) A (4) F | Do not a All techn requirer Failure to | ments will disqualify your quot to follow these instructions wil | in any way. ory. Failure to comply with any | h. | | on evaluation. | |
| ir/Madam: fter having co | arefully | read and accepted the Terms | and Conditions in the Request | | hereunder is ou | ur quotation for the il | tem/s as follows: |
| lease quote y | your bes | st offer for the item/s below. | TECHNICAL SPECI Please do not leave any blank it | | "0" if item bein | g offered is for free. | |
| Item U | nit | | Description | | Total Quantity | Unit Cost (Vat Inclusive) | Total Cost (Va Inclusive) |
| Lot 1 | 1 | Procurement and Delivery | of: | | | | |
| | | | | | | | |
| | | Crayons, 8 basic colors | | - | 100 | | |
| | | Ballpen Writing notebook | | | 100 | | |
| | | Pap paper, grade 1 | | | 100 | | |
| | | Pencil, no. 2 | | | 100 | | |
| | | Eraser | | | 100 | | |
| | | velop, transparent with handle | | | 100 | | |
| u | nit F | Printer, Print, Scan, Copy Fax | with ADF | | 6 | | |
| | | Compact integrated tank design | | | | | |
| | | Spill-free, error-free refilling, \ | | | | | |
| | | Epson ink, 001, Black, 127ml | | | 6 | | |
| | | | | | 4 | | |
| | | Epson ink, 001, Cyan, 70ml | | - | 4 | | |
| | ttle E | Epson ink, 001, Yellow, 70m Brother ink, Black, BTD60, | 109ml | - | 7 | | |
| | ttle | Brother ink, Magenta, BT50 | 100IIII | | 4 | | |
| bo | ttle F | Brother ink, Cyan, BT5000, | 48 8ml | - | 4 | | |
| bo | ttle E | Brother ink, Yellow, BT500 | 0. 48.8ml | | 4 | | |
| | | Printer, color, photocopier, pr | | | 1 | | |
| | | Up To Legal Size (ADF/Feeder | | | | | |
| | | Up To A4 Size Flatbed | | | | | |
| | | 21 Pages Per Minute, 1,200 X Duplex printing | 1,200 DPI, Network And WIFI | Ready | | | |
| | - | | | | | | |
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| The above qu | uoted pi | rices are inclusive of all costs | and applicable taxes | | | | |
| | | | Financial O | fer | | | |
| Approv | ed Bud | dget for the Contract | - Indirecti O | | | | |
| | | | In words: | | | | |
| One Hundre Hundre | ed Eigh ed Eigh | nty Eight Thousand Eight nty Eight Pesos Only | | | | | |
| Hunare | | 8,888.00 | 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 REQU | IREMENTS | | |
| The delivery | schedule ex | | es hereafter the delivery date to the project site. | | |
| SCHEDULE OF REQUIREM | ENTS | | Delivery Schedule | | |
| Delivery of goods/supplies (enun under Technical Specifications) | nerated | Within 10 days upon receipt of Purchase Order. | | | |
| | | TERMS AND CONE | DITIONS: | | |
| Bidders shall provide correct and ac | ccurate info | rmation 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 denominate | ed in Philipp | ine peso shall include all taxes, du | ities and/or levies payable. | | |
| 4. Quotations exceeding the Approved | d Budget for | the Contract shall be rejected. | | | |
| | | | on (for goods and infrastructure) or, the highest rated offer (for other terms and conditions stated herein. | | |
| 6. Any interlineations, erasures or over | erwriting sh | 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 delivered accord | ding to the | requirements specified in the Tech | nical Specifications. | | |
| 8. The DepED shall have the right to i | inspect and, | or to test the goods to confirm th | eir conformity to the technical specifications. | | |
| | | | lated Quotation/Lowest Calculated and Responsive Quotation, DepED the single winning provider in accordance with GPPB Circular 06-2005. | | |
| | | | of the required supporting documents, in accordance with the corresponding bank transfer fee, if any, shall be chargeable | | |
| | | | | | |
| Signature over printed name | | Office Telephone/Fax/Mobile no. | | | |
| Position/Designation | | | Email address/es | | |
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