

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
DIVISION OF MARIKINA CITY



BIDS AND AWARDS COMMITTEE

Request For Quotation (RFQ)

Date: December 1, 2017
Quotation No. DepED-17-NCR-RFQ-127

To all Eligible Bidders:

- I. Please quote your lowest price appraisal inclusive of VAT on the "**SUPPLY AND DELIVERY OF OFFICE MATERIALS FOR DIVISION OFFICE USE**". This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than December 6, 2017.** For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.

Elisa O. Cerveza
ELISA O. CERVEZA
BAC Chairperson

II. **TOTAL APPROVED BUDGET FOR THE CONTRACT: Php 33,207.50**

III. **SUMMARY OF WORKS**

| Item No. | ITEM & DESCRIPTION | QUANTITY | UNIT COST (Php) | TOTAL COST (Php) |
|---------------------|--|----------|-----------------|------------------|
| 1 | SUPPLY AND DELIVERY OF OFFICE MATERIALS FOR DIVISION OFFICE USE <i>(see attached Detailed Estimate / Description)</i> | 1 lot | | |
| GRAND TOTAL: | | | | |

This is to submit our price quotations in the above indicated item subject to the terms and conditions of this RFQ.

| | | | |
|---|--|----------|---------|
| Bidder's Company Name: | | TIN: | |
| Address: | | | |
| Telephone No.: | | Fax No.: | e-mail: |
| Supplier's Authorized Representative's Signature over Printed Name: | | Date: | |

IV. **Terms and Conditions**

A. **Submission of Requirements**

- Sealed quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at DepED Division of Marikina City, Shoe Ave., Sta. Elena, Marikina City through the Records Section.
- Supplier shall submit the following requirements:
 - Duly signed Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - G-EPS / PhilGeps Registration Certificate
 - Filled up Detailed Estimate

V. **Award**

- The Procuring Entity will award the contract to the supplier / bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation.
- The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition and reject all quotations at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier(s) / Bidder(s) or any obligation to inform the affected Supplier(s) / Bidder(s) of the grounds for the Procuring Entity's decision.
- The Supplier / Bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation.

VI. **Delivery, Inspection and Acceptance**

- Delivery of items or goods (specified in the RFQ) for the events shall be delivered to the Supply Office, Division Office of Marikina.
- Delivery of items or goods shall be delivered on the specific date indicated in the Detailed Estimate and time as agreed by the supplier and the procuring entity.

NAME OF SUPPLIER

PROJECT: SUPPLY AND DELIVERY OF OFFICE MATERIALS FOR DIVISION OFFICE USE

LOCATION: DIVISION OFFICE, MARIKINA CITY

OWNER: DEPARTMENT OF EDUCATION

SUBJECT: DETAILED ESTIMATE

| ITEM NO. | DESCRIPTION | QTY | UNIT | UNIT COST | TOTAL |
|---------------|-----------------------------|------|------|-----------|-------|
| 1 | BALLPEN BLACK | 150 | PC | | |
| 2 | CUTTER BLADE W/ HOLDER | 20 | PC | | |
| 3 | GLUE | 20 | JAR | | |
| 4 | PAPER CLIP SMALL | 50 | BOX | | |
| 5 | PAPER CLIP BIG | 50 | BOX | | |
| 6 | MASKING TAPE 1" | 20 | ROLL | | |
| 7 | TRANSPARENT TAPE 1" | 20 | ROLL | | |
| 8 | FOLDER LEGAL | 1000 | PC | | |
| 9 | NOTE PAD 3X3 STICKY | 50 | PAD | | |
| 10 | SPECIALTY PAPER LEGAL | 20 | PACK | | |
| 11 | SPECIALTY PAPER SHORT | 20 | PACK | | |
| 12 | STAPLER BIG HD | 5 | UNIT | | |
| 13 | STAPLER HD SMALL W/ REMOVER | 5 | UNIT | | |
| 14 | DATA FILE BOX | 100 | PC | | |
| 15 | BACKFOLD CLIP 1¼" | 20 | BOX | | |
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| GRAND TOTAL : | | | | | |

Prepared by:

Name and Signature of Supplier or duly Authorized Representative:

Contact Number: _____