

BIDS AND AWARDS COMMITTEE

Request For Quotation (RFQ)

Date: February 28, 2018
Quotation No. DepED-18-NCR-RFQ-046

To all Eligible Bidders:

- I. Please quote your lowest price appraisal inclusive of VAT on the "Supply and Delivery of SDO Common Office Supplies NOT AVAILABLE @ PS for 1st Quarter". This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than March 5, 2018**. For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.

ELISA O. CERVEZA
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BAC Chairperson

- II. **TOTAL APPROVED BUDGET FOR THE CONTRACT:**

Php 36,912.94

- III. **SUMMARY OF WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	Supply and Delivery of SDO Common Office Supplies NOT AVAILABLE @ PS for 1 st Quarter <i>(see attached Detailed Estimate / Description and schedule)</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

1. 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.
2. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos.
 - b. G-EPS / PhilGeps Registration Certificate
 - c. Filled up Detailed Estimate

V. Award

1. 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.
2. The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition at any time prior to the award of the Contract based on valid, reasonable, and justifiable grounds as provided for in the Revised IRR of RA9184.
3. 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

1. Delivery of items or goods (specified in the RFQ) for the events shall be delivered to the Supply Office, Division Office of Marikina.
2. 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.

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NAME OF SUPPLIER

PROJECT: Supply and Delivery of SDO Common Office Supplies NOT AVAILBLE @ PS for 1st Quarter

LOCATION: DIVISION OFFICE, MARIKINA CITY

OWNER: DEPARTMENT OF EDUCATION

SUBJECT: DETAILED ESTIMATE

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	adding machine tape	7	roll		
2	folder legal expandable	60	pc		
3	sign pen 0.7 blue	12	pc		
4	sign pen 0.5 black	12	pc		
5	sticky note 4x6 (post it)	61	pad		
6	refil 0.7 black (ink)	20	pc		
7	copy paper short	6	ream		
8	morroco folder (light blue) short	24	pc		
9	plastic cover	40	roll		
10	colored paper legal (pink)	15	ream		
11	post it	50	pad		
12	ballpen red	50	pc		
13	ballpen black	78	pc		
14	ballpen blue	76	pc		
15	pocket notebook small	23	book		
16	spiral notebook	15	book		
GRAND TOTAL :					

Prepared by:

Name and Signature of Supplier or duly Authorized Representative:

Contact Number: _____