

BIDS AND AWARDS COMMITTEE

Request For Quotation (RFQ)

Date: **October 13, 2017**
 Quotation No. **DepED-17-NCR-RFO-110**

To all Eligible Bidders:

- I. Please quote your lowest price appraisal inclusive of VAT on the **"SUPPLIES FOR THE USE OF THE DIVISION MASS TRAINING OF KINDERGARTEN TEACHERS"**. This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than October 20, 2017.** For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.


SHERYLL T. GAYOLA
 BAC Chairperson

- II. **TOTAL APPROVED BUDGET FOR THE CONTRACT: Php 4,980.00**
 III. **SUMMARY OF WORKS**

| Item No. | ITEM & DESCRIPTION | QUANTITY | UNIT COST (Php) | TOTAL COST (Php) |
|---------------------|---|----------|-----------------|------------------|
| 1 | SUPPLIES FOR THE USE OF THE DIVISION MASS TRAINING OF KINDERGARTEN TEACHERS | 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.
- 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 time agreed by the supplier and the procuring entity.

NAME OF SUPPLIER

PROJECT: SUPPLIES FOR THE USE OF THE DIVISION MASS TRAINING OF KINDERGARTEN TEACHERS

LOCATION: DIVISION OFFICE, MARIKINA CITY

OWNER: DEPARTMENT OF EDUCATION

SUBJECT: DETAILED ESTIMATE

| ITEM NO. | DESCRIPTION | UNIT | QTY | UNIT COST | TOTAL |
|----------|-----------------------|------|-----|----------------------|-------|
| | Epson Ink - Black | cart | 1 | | |
| | black ballpen | pc | 10 | | |
| | specialty paper legal | pack | 10 | | |
| | A4 copy paper | ream | 1 | | |
| | ID holder with lace | pc | 150 | | |
| | legal bond paper | ream | 1 | | |
| | long brown envelope | pc | 10 | | |
| | long folder | pc | 10 | | |
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| | | | | GRAND TOTAL : | |

Prepared by:

Name of Supplier