

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
 DIVISION OF MARIKINA CITY
BIDS AND AWARDS COMMITTEE



Invitation to Request for Quotation (RFQ)

Date: September 18, 2017
 Quotation No. DepEd-17-NCR-RFQ-93

To all Eligible Suppliers/Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on all/each items below for the **"EBMS Orientation/ Workshop for Disbursing Officers"** This is subject to the Terms and Conditions of this RFQ. Submit your quotation duly signed by your representative not later than **10:00 AM of September 22, 2017. The Opening of Quotation shall be on the same date, 10:10 AM at Schools Division Office-Marikina City AVR2.** For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.


JOSEPH T. SANTOS
 BAC Vice-Chairperson

I. TOTAL APPROVED BUDGET: P 2, 790.00

II. SUMMARY OF ITEMS/WORKS

Item No. 1 - P 1920.00

Item No. 2 - P 870.00

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	FOOD AM Snack Pancit bihon, kakanin, orange juice	8 pax		
	Lunch Chicken cordon bleu, mixed beggies w/ quail eggs, rice, banana, four seasons juice	8 pax		
	PM Snack Goto, okoy, apple juice	8 pax		
2.	MATERIALS Whiteboard marker, black	1 pc		
	Notebook fillers, multi colored (5pc/pk)	2 packs		
	Ballpen black	8 pcs		
	A4, 70gsm, multi purpose paper	1 ream		
	Pencil No. 2	1 box		
	Plastic envelope w/ handle, colored (legal size)	8 pcs		

This is to submit our price quotations indicated above 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:	

III. 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 Invitation to Request for Quotation (RFQ). Prices shall be quoted in Philippine Pesos/Filled up detailed estimate of appraisal.
 - b. G-EPS/PhilGeps Registration Certificate
 - c. Valid Mayor's Permit and any of the following: Latest audited financial statement, Tax clearance, Income and Business Tax Return, DTI/SEC/CDA Registration, and Omnibus Sworn Statement.

IV. Instructions

1. This Quotation and the Supplier's/Bidder's written acceptance will constitute a binding Contract between Procuring Entity and Supplier/Bidder. The Procuring Entity is not bound to accept the lowest or any Quotation received.
2. Quotation shall remain valid for a period of not less than thirty (30) calendar days after the deadline/date specified for submission.
3. Quotation must be lower than the estimated price of the Implementing unit. The price quoted by the Supplier/Bidder shall be fixed for the duration of the bid validity and the contract.
4. Supplier/Bidder shall pick-up the contract issued in its favour within three (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Bidder. Thereafter, if the Contract remains unclaimed, the Contract shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting Bidders shall be precluded from proposing or submitting substitute quotation(s) or item(s).
5. Supplier/Bidder shall be paid by the amount reflected in its price quotation by the Department of Education Division of Marikina City through the Cashier's Office.
6. Supplier/Bidder who accepted a contract but failed to deliver the items within the time called for in the contract shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.

VI. 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 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.
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.