

BIDS AND AWARDS COMMITTEE

Request For Quotation (RFQ)

Date: October 24, 2017
Quotation No. DepED-17-NCR-RFQ-115

To all Eligible Bidders:

- I. Please quote your lowest price appraisal inclusive of VAT on the "**SUPPLY OF CERTIFICATE AND TRAINING MATERIALS FOR THE INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL**". This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than October 27, 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 400.00**

III. **SUMMARY OF WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	SUPPLY OF CERTIFICATE AND TRAINING MATERIALS FOR THE INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL	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. 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 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.

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 time agreed by the supplier and the procuring entity.

NAME OF SUPPLIER

PROJECT: SUPPLY OF CERTIFICATE AND TRAINING MATERIALS FOR THE INDUCTION PROGRAM FOR NON-TEACHING PERSONNEL

LOCATION: DIVISION OFFICE, MARIKINA CITY
OWNER: DEPARTMENT OF EDUCATION
SUBJECT: DETAILED ESTIMATE

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	Certificates and Materials for Training				
	Special Paper (short)	40	pc		
	Cartolina	5	pc		
	Pentel Pen	4	pc		
	masking tape ¾	1	pc		
	Manila Paper	4	pc		
	Ballpen	8	pc		
	Folder Long	6	pc		
GRAND TOTAL :					

Prepared by:

Name of Supplier