

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



Request For Quotation (RFQ)

Date: **November 6, 2017**
Quotation No. **DepED-17-NCR-RFQ-118**

To all Eligible Bidders:

- I. Please quote your lowest price appraisal inclusive of VAT on the **"SUPPLY OF MATERIALS FOR THE SDO-MARIKINA CITY BIDS AND AWARDS COMMITTEE (BAC) PLANNING CONFERENCE"**. This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than November 10, 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 1,334.00**
III. **SUMMARY OF WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	SUPPLY OF MATERIALS FOR THE SDO-MARIKINA CITY BIDS AND AWARDS COMMITTEE (BAC) PLANNING CONFERENCE (see attached Detailed Estimate / Description)	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: SUPPLY OF MATERIALS FOR THE SDO-MARIKINA CITY BIDS AND AWARDS COMMITTEE (BAC) PLANNING CONFERENCE

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

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
1	Materials				
	long brown envelope	22	pc		
	black ballpen	22	pc		
	notebook	22	pc		
	10pc/pck specialty paper for certificate	4	pack		
	black pentel pen	5	pc		
	whiteboard marker	5	pc		
	manila paper	10	pc		
	yellow paper	5	pad		
GRAND TOTAL :					

Prepared by:

Name of Supplier