

**Request for Quotation (RFQ)**

Date: August 22, 2017  
 Quotation No. DepEd-17-NCR-RFQ-70

**To all Eligible Suppliers/Bidders:**

I. Please quote your lowest price appraisal inclusive of VAT on the items below for the "GAD Seminar – SDO Personnel." 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 August 25, 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.

  
**ELISA O. CERVEZA**  
 BAC Chairperson

**II. TOTAL APPROVED BUDGET: Php 4,000.00**

**III. SUMMARY OF ITEMS/WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	MATERIALS DVD R 64 GB SD Card/Memory Card Specialty Paper A4 Specialty Paper legal	64 pcs 1 pcs 17 packs 17 packs		
<b>TOTAL</b>				

This is to submit our price quotations indicated above subject to the terms and conditions of this RSQ.

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**

**Submission of Requirements:**

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

**V. Instructions**

- 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.
- Quotation shall remain valid for a period of not less than thirty (30) calendar days after the deadline/date specified for submission.
- 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.