

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NATIONAL CAPITAL REGION 22  
DIVISION OF MARIKINA CITY  
**BIDS AND AWARDS COMMITTEE**



**Request for Quotation (RFQ)**

Date: **August 23, 2021**  
Quotation No. **DepEd-21-SDO-0150**  
PR No.: **2021-08-128 D.O.**  
SVP

**To all Eligible Suppliers/Bidders:**

**I.** Please quote your lowest price appraisal inclusive of VAT on all/each items below for the "**Supply and Delivery of Covid Care Kit for SDO Marikina Personnel use at SDO Marikina City**". This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 9:00 A.M. of August 27, 2021.** The opening of quotation shall be on the same date, 9:15 A.M. at the **Division Office and/or video teleconference, Schools Division Office, Sta. Elena, Marikina City.** For more information, please call the BAC Secretariat at Telephone No. (02) 682-39-89.

**ELISA G. CERVEZA**  
BAC Chairperson

**II. TOTAL APPROVED BUDGET: Php526,050.00**  
**III. SUMMARY OF ITEMS/WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<b><i>Supply and Delivery of Covid Care Kit for SDO Marikina Personnel use at SDO Marikina City</i></b> <b>*Please see attached Detailed Estimate</b>	1 lot		
	<b>TOTAL</b>			

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:	

**IV. Terms and Conditions**

**A. Submission of Requirements**

- Signed quotation and other requirements stated below shall be placed inside a sealed envelope and shall be submitted to the bids and Awards Committee (BAC) through the BAC Secretariat Office, 2<sup>nd</sup> floor at DepEd Division Office of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through Courier Services. Soft copy of the requirements may also be sent through this email address: **leilani.villanueva@deped.gov.ph**

2. The sealed envelope should be properly marked and contain the following information:
  - a. Name of the project to be bid in CAPITAL LETTERS
  - b. Name and address of the bidder in CAPITAL LETTERS
  - c. Address of the Procuring Entity's BAC
  - d. Signature of the bidder on the flap side of the sealed envelope.
3. Supplier shall submit the following requirements:
  - a. Duly signed Request for Quotation (RFQ) with Filled up detailed estimate of appraisal, (Prices shall be quoted in Philippine Pesos)
  - b. G-EPS/PhilGeps Registration Certificate/Number
  - c. Valid Mayor's permit
  - d. DTI Registration or SEC Registration or CDA Registration
  - e. Income Tax Return/Business Tax Return
  - f. Omnibus Sworn Statement

#### **V. Instructions**

1. This quotation and the bidder's written acceptance will constitute a binding contract between procuring entity and bidder. The Procuring Entity is not bound to accept the lowest or any quotation received without the accompanying requirements stated above.
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 equal or lower than the approved budget of the contract 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 favor within three calendar days from date of receipt to that effect. A telephone call or fax transmission shall constitute an official notice to the bidder.

#### **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.

#### **VII. Delivery, Inspection and Acceptance**

1. Service/goods for the program shall be delivered on the time and place specified in the contract/ PO.

#### **VIII. Terms of Payment:**

Payments shall only be processed after completion of the Delivery of all services listed in the Purchase Order/ Contract.

**\*DETAILED ESTIMATE**

PROJECT : **"Supply and Delivery of Covid Care Kit for SDO Marikina Personnel use at SDO Marikina City"** (RFQ-150)

OWNER : Department of Education – SDO Marikina City

<b>Item No.</b>	<b>ITEM &amp; DESCRIPTION</b> <i>(Covid Home Care Kit)</i>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
1	<b>Canvas Tote bag</b> Plain Shoulder Katsa bag with Zipper Thick rope Sling bag Material: Canvas Specification: 34*36 cm (13 * 14 inches)	140	Pcs		
2	<b>Pulse Oximeter</b> household digital, portable, higher tolerance to hand movement, usual warranty coverage will run for as long as one to two years, display fingertip OLED pulse, LCD, w/ blood oxygen SPO2 heart rate health monitor, Battery AAA w/ pouch	140	Unit		
3	<b>Mask Lanyard</b> hanging strap, Hands free, discreet, lightweight, comfortable, Once Size Fits All, Adjustable Buckle Makes it, Perfect for Men and Women of all Sizes	140	Pcs		
4	<b>Disposable Face Mask</b> , Elastic Ear Loop, Material: Nanofiber Closure Type: Hook and Loop, Filter, Washable, Reusable, Individually Packed, 10 pcs per box	140	Box		
5	<b>Trigger spray bottle</b> , easy to use, eco-friendly, aluminum alloy key chain 60 ml	140	Pcs		
6	<b>Disinfectant Spray</b> kills 99.9% fungi, viruses and germ killing action and covid 19 viruses	140	Bot		
7	<b>Full Face Shield/ Clear</b> UV400 glasses/anti-ultraviolet sunglasses Frame material: PC Lens material: PC face shield total wid of glasses 171mm Lens W 82mm Lens Height: 150mm Distance 24 mm	140	Pcs		
8	<b>Throat Spray</b> Povidone-Iodine, sore throat spray 50 ml	140	Bot		
9	<b>Hexetidine</b> 0.1% solution oral antiseptic 120 ml	140	Bot		
10	<b>Paracetamol</b> analgesic/antipyretic/caplet 500 mg ( 500 tablet per box)	4200	Caplet		

11	<b>Carbocisteine</b> 500mg capsule	4200	capsule		
12	<b>Phenylpropanolamine</b> HCL chlorphenamine maleate paracetamol 25mg/500mg tablet	4200	tablet		
13	<b>Multivitamins/ sodium ascorbate +zinc</b> tablet 100/per box	7700	tablet		
14	<b>Vit C</b> Calcium Ascorbate, Calcium Caltrate, Cholecalciferol (Vit D3) 500mg/500mg 200IU capsule	140	bot		
	<b>***nothing follows***</b>				
	<b>TOTAL</b>				

---

Signature of Authorized Representative over Printed Name