

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



**Request for Quotation (RFQ)**

Date: **October 8, 2021**  
Quotation No. **DepEd-21-SDO-0190**  
PR No.: **2021-09-155 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 Acrylic Barriers and Safety Signages for the Minimum Health Standard Requirement for Elementary and Secondary Schools 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 October 15, 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: Php236,160.00**

**III. SUMMARY OF ITEMS/WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<b>Supply and Delivery of Acrylic Barriers and Safety Signages for the Minimum Health Standard Requirement for Elementary and Secondary Schools at SDO Marikina City</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 favour 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 Acrylic Barriers and Safety Signages for the Minimum Health Standard Requirement for Elementary and Secondary Schools at SDO Marikina City" (RFQ-190)

OWNER : Department of Education – SDO Marikina City

<b>Item No.</b>	<b>ITEM &amp; DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
1	Acrylic barriers 2 ft x 4 ft/sneeze guard shield	64	sets		
2	Acrylic barriers 24"x 24" x 3 mm/sneeze guard shield	39	pcs		
3	Acrylic barriers 24"x 36" x 3 mm/sneeze guard shield	2	pcs		
4	Safety Signages 12" x 12" sticker (see attached sample) Safety Sign Floor Sticker	25	unit		
5	Safety Signages tarpaulin printed colored 2 x 3 ft (see attached sample) SYMPTOMS BE INFORMED. STAY HEALTHY Clean hands save lives Protektahan Coronavirus	29 20 5 29	pcs		
	<b>***nothing follows***</b>				
	<b>TOTAL</b>				

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Signature of Authorized Representative over Printed Name

## RFQ-190 Samples

### Safety Signages 12" x 12" sticker - Safety Sign, Floor Sticker



### Safety Signages tarpaulin printed colored (SYMPTOMS) 2 x 3 ft

**PROTECT YOURSELF FROM CORONAVIRUS!**

**SYMPTOMS**

- FEVER
- COUGH
- COLDS
- SHORTNESS OF BREATH
- DIFFICULTY IN BREATHING

**OBSERVE THE FOLLOWING PREVENTIVE MEASURES**

**STOP COVID**

- S**ee a doctor if symptoms of cough and colds persist
- T**ake 8 to 10 glasses of water daily
- O**ne's health is important. Maintain a healthy lifestyle and a clean environment
- P**repare healthy and well-cooked meals
- C**rowded places and contact with farm and wild animals should be avoided
- O**bserve proper handwashing techniques (with soap and water) regularly
- V**itamin C supplements and vitamin C-rich fruits and vegetables should be taken daily
- I**f you need to cough or sneeze, please cover your mouth and nose
- D**o not panic. Stay informed about the latest developments in your area

**FOR MORE INFORMATION, YOU MAY CONTACT THE FOLLOWING HOTLINES:**  
DepEd Public Assistance and Action Center: 0635-5563 / 0635-5942 | Department of Health: 8711-5000 to 5002  
DepEd Disaster Risk Reduction and Management Service: 8127-4922  
Visit [www.deped.gov.ph/stopcovid19](http://www.deped.gov.ph/stopcovid19) for more updates and health tips

**DepED** **SULONG EduKALIDAD**

**Safety Signages**  
**tarpaulin printed colored (BE INFORMED. STAY HEALTHY)**  
**2 x 3 ft**



**Safety Signages**  
**tarpaulin printed colored (Clean hands Save lives)**  
**2 x 3 ft**



**Safety Signages**  
**tarpaulin printed colored (Protektahan Coronavirus)**  
**2 x 3 ft**

## PROTEKTAHAN ANG SARILI MULA SA CORONAVIRUS!



### KAILAN DAPAT MAGSUOT NG MASK?

- ✓ Kapag may ubo't sipon, hiras sa paghinga, at iba pang respiratory symptoms
- ✓ Kapag may inaalagaang pasyente na may ubo't sipon at iba pang respiratory symptoms
- ✓ Kapag nagpapagaling mula sa sakit



!

Maaaring hindi magsuot ng face mask sa publiko kapag walang ubo't sipon o respiratory symptoms

### PAANO ISUOT ANG SURGICAL MASK?



Takpan ang ilong, bibig, at baba



Pisilin ang metal na bahagi upang lumapat ang mask sa ilong

### TANDAAN



Puting bahagi ang nakalapat sa mukha



Sa strap lamang humawak kung huhubarin ang mask



### PAANO ITATAPON ANG MASK PAGKAGAMIT?

- ✓ Marahan na tanggalin ang mask
- ✓ Gupitin upang hindi magamit muli
- ✓ Hugasan agad ang kamay. Magsuot lamang ng bagong mask matapos maghugas
- ✓ Ilagay sa plastic na may label at isara nang maigi. Maaari ring maglagay ng trash bin na may takip para sa mga mask upang mabawasan ang plastic waste

MARA SA KARAGAPANG INFORMASYON, MAAARING TIRAGAN ANG MGA DIMUSUNOD:  
 Dept's Public Assistance and Action Center: 9576-1903 / 6533-1942    Department of Health: 8711-1021 to 1022  
 Dept's Disaster Risk Reduction and Management Service: 0637-4933  
 Balahin ang [www.dhsa.gov.ph/coronavirus](http://www.dhsa.gov.ph/coronavirus) para sa mga update at health tip.








