

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-0191**
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 Fan and Emergency Light 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 O. CERVEZA
BAC Chairperson

II. TOTAL APPROVED BUDGET: Php815,814.00

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	Supply and Delivery of Fan and Emergency Light for the Minimum Health Standard Requirement for Elementary and Secondary Schools at SDO Marikina City *Please see attached Detailed Estimate	1 lot		
	TOTAL			

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, 2nd 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 Fan and Emergency Light for the Minimum Health Standard Requirement for Elementary and Secondary Schools at SDO Marikina City" (RFQ-191)

OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
1	Electric Fan Orbit (Plastic) Orbit 18" 4 Speed banana type plastic blade, black gray, rotary switch box,360o oscillation With thermal fuse, sealed bearing type motor,5 Year Warranty on motor (SEHS,MALES,MHHS,MHS)	144	unit		
2	Electric Fan Orbit (Metal) Orbit 18" 4 Speed metal blade, black gray, rotary switch box,360o oscillation With thermal fuse, sealed bearing type motor,5 Year Warranty on motor (CISHS)	4	unit		
3	Industrial Fan Stand Fan 24" blade 3 speed High-performance motor With thermal fuse protection 3-speed rotary switch Tilting head with oscillation With height adjustment 4 legs for improved stability, 5 year warranty on Motor (SSSES)	5	unit		
4	Industrial Fan Wall Fan 24" blade 3 speed High-performance motor With thermal fuse protection 3-speed rotary switch Tilting head with oscillation improved stability, 5 year warranty on Motor (MES)	6	unit		
5	Wall Fan 18" three speed control, snap lock clip, heat protected motor, fire retardant action, 5 Year Warranty on Motor (MALES/KNHS)	30	unit		
6	Exhaust Fan 12" Plastic blade, With shutters, With thermal fuse protection, 340mm x 340mm dimension, Wattage: 55W, Air delivery: 636 cu.ft./min. w/ Warranty (SEHS/PES/PHS/KNHS)	47	unit		

7	Exhaust Fan 8" x 8" Plastic blade, With shutters, With thermal fuse protection, Wattage: 55W, w/ Warranty (PHS)	144	unit		
8	Emergency Light LED/Rechargeable Heavy Duty dual optics lighting your back- up for emergencies. 2-hour duration and is completed with Bright LED bulbs. Dual optics emergency lamp 2 Pcs. 3-Watt Bright LED 2-hour duration 6V 4.5Ah Sealed Lead Acid Battery 230V 50/60Hz 20-24 hours charging time, Built-in AC charger (SSSES)	10	unit		
	nothing follows				
	TOTAL				

Signature of Authorized Representative over Printed Name