

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



Request for Quotation (RFQ)

Date: **February 22, 2021**
 Quotation No. **DepEd-21-SDO-039**
 PR No.: **2021-02-038 DO**
 Shopping

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 Office Supplies and Devices for 1st quarter not available at the Procurement Service for 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 March 1, 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 Q. CERVEZA
 BAC Chairperson

II. TOTAL APPROVED BUDGET: Php165,386.29

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<i>Supply and Delivery of Office Supplies and Devices for 1st quarter not available at the Procurement Service for SDO Marikina City</i> *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

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 Office Supplies and Devices for 1st quarter not available at the Procurement Service for SDO Marikina City" (RFQ-039)

OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
1.	Stamp Pad Ink purple or violet 50 ml	8	bot		
2.	Carbon Film black 216mm x 330 mm	2	box		
3.	Cartolina assorted color	20	pcs		
4.	Note pad stick on 50mm x 76mm (2" x 3")	80	pad		
5.	Note pad stick on 76mm x 100mm (3" x 4")	80	pad		
6.	Note pad stick on 76mm x 76mm (3" x 3")	80	pad		
7.	Copy Paper Multicopy 80 gsm 210mm x 297 mm A4	55	ream		
8.	Copy Paper Multicopy 80 gsm 216mm x 330 mm Legal	50	ream		
9.	Copy Paper Multi Purpose 70 gsm 210mm x 297 mm A4	80	ream		
10.	Copy Paper Multi Purpose 70 gsm 216mm x 330 mm Legal	85	ream		
11.	Record book 300 pages 214mm x 278 mm	50	book		
12.	Record book 500 pages 214mm x 278 mm	50	book		
13.	Battery Dry cell AA 2 pcs per blister pack	45	pack		
14.	Battery Dry cell AAA 2 pcs per blister pack	18	pack		
15.	Staple Wire for heavy duty stapler 23/13	10	box		
16.	Staple wire standard #35	15	box		
17.	Tape Electrical 18mm x 16m min	5	roll		
18.	Masking Tape 24mm	15	roll		
19.	Tape Packaging 48 mm	10	roll		
20.	Tape Transparent 24mm	20	roll		
21.	Clip backfold all metal clamping 19mm	10	box		
22.	Clip backfold all metal clamping 25mm	10	box		
23.	Clip backfold all metal clamping 32mm	10	box		
24.	Clip backfold all metal clamping 50mm	10	box		
25.	Correction Tape film base 6m	100	roll/pc		
26.	Data Folder made of chipboard tagila lock	150	pc		
27.	Envelope expanding plstic .50mm thickness push lock	50	pc		
28.	Envelope mailing white 70 gsm	1000	pc		
29.	Envelope mailing white w/ window	1000	pc		
30.	Fastener Metal 70mm bet. Prongs	30	box		
31.	Folder legal size	10	pack		
32.	White board Marker felt tip black bullet tip	20	pc		
33.	Marker Permanent bullet type black	20	pc		
34.	Paper clip vinyl plastic coat 32 mm	15	box		
35.	Paper clip vinyl plastic coat 50 mm	25	box		

36.	Pencil lead w/ eraser wood cased hardness	10	box		
37.	Rubber band 70mm kay flat length # 18	5	box		
38.	Scissors symmetrical blade 65 mm	5	pc		
39.	Stapler Standard type load cap 200 staplers	10	pc		
40.	Epson Ink T6441 black	20	cart		
41.	Epson Ink T6442 Cyan	15	cart		
42.	Epson Ink T6443 Magenta	15	cart		
43.	Epson Ink T6444 Yellow	15	cart		
44.	Sign Pen black liquid gel.5mm	80	pc		
45.	Sign Pen blue liquid gel.5mm	50	pc		
	*** nothing follows ***				
	TOTAL				

Signature of Authorized Representative over Printed Name