

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



Request for Quotation (RFQ)

Date:

Quotation No. **DepEd-20-SDO-0169**

PR No.: **2020-010-0158DO**

2020-010-0159DO

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 for 4th Quarter Use (Computer Supplies/Consumables and Common Office Supplies-not available at PS CNAS Oct. 12, 2020)."** 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 28, 2020. 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: Php 419,527.16

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<u>"Supply and Delivery of Office Supplies for 4th Quarter Use (Computer Supplies/Consumables and Common Office Supplies-not available at PS CNAS Oct. 12, 2020)."</u> <i>*Please see attached Detailed Estimate</i>	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 for 4th Quarter Use (Computer Supplies/Consumables and Common Office Supplies-not available at PS CNAS Oct. 12, 2020)" (RFQ-169)

OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	Epson T6441 black	10 bottles		
2.	HP 680 black Ink	70 cartridges		
3.	HP 678 black Ink	35 cartridges		
4.	Canon Ink 4010B	25 cartridges		
5.	Canon Ink 4010C	25 cartridges		
6.	Epson Ink 003 B	25 bottles		
7.	Epson Ink 003 C	15 bottles		
8.	Epson Ink 003 M	15 bottles		
9.	Epson Ink 003 Y	15 bottles		
10.	GT53 xl HP Ink black 135 ml	50 bottles		
11.	GT52 HP Ink magenta 70 ml	50 bottles		
12.	GT52 HP Ink yellow 70 ml	50 bottles		
13.	GT52 HP Ink cyan 70 ml	50 bottles		
14.	Note pad 2" x 3" stick on	20 pads		
15.	Note pad 3" x 3" stick on	20 pads		
16.	Note pad 3" x 4" stick on	20 pads		
17.	Copy Paper 80 gsm A4	148 reams		
18.	Copy Paper 80 gsm Legal	145 reams		
19.	Copy Paper 70 gsm A4	126 reams		
20.	Copy Paper 70 gsm Legal	126 reams		
21.	Record book 300 pages	39 pieces		
22.	Record book 500 pages	32 pieces		
23.	Glue all-purpose 200 grams	15 jar/bottles		
24.	Staple wire heavy-duty 23/13	4 boxes		
25.	Staple wire 26/6 standard	4 boxes		
26.	Masking tape 24 mm	7 rolls		
27.	Tape Packaging 48mm	3 rolls		
28.	Tape Transparent 24 mm	10 rolls		
29.	Clip backfold all metal clamping 19mm	2 boxes		
30.	Clip backfold all metal clamping 25mm	3 boxes		
31.	Clip backfold all metal clamping 32mm	4 boxes		
32.	White board Marker black, felt tip, bullet type	15 pieces		
33.	Data folder made of chipboard tagila lock (red and green)	300 pieces		
34.	Sign Pen 0.7 blue liquid/gel ink needle tip	60 pieces		
35.	Sign Pen 0.5 black liquid/gel ink needle tip	60 pieces		
36.	Ballpen black .5mm	70 pieces		
37.	Ballpen blue .5mm	70 pieces		
	nothing follows			
	TOTAL			