

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



**Request for Quotation (RFQ)**

Date: **December 21, 2020**  
Quotation No. **DepEd-20-SDO-0234**  
PR No.: **2020-12-0206DO**  
Mode: 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 Materials for Printing/Reproduction of ADM Learning Materials for SPED." 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 December 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: Php27,265.00**

**III. SUMMARY OF ITEMS/WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	<b><u>Supply and Delivery of Materials for Printing/Reproduction of ADM Learning Materials for SPED</u></b> <b><i>*Please see attached detailed estimate*</i></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](mailto: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

#### **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 Materials for Printing/Reproduction of  
ADM Learning Materials for SPED" (RFQ-234)  
OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	Epson ink 644 magenta	3 bottles		
2	Epson ink 644 cyan	3 bottles		
3	Epson ink 644 yellow	3 bottles		
4	Epson ink 644 black	5 bottles		
5	Brother ink LC539XL black	1 bottle		
6	Brother ink LC539XL magenta	1 bottle		
7	Brother ink LC539XL cyan	1 bottle		
8	Brother ink LC539XL yellow	1 bottle		
9	Epson 003 TooV 300 magenta	2 bottles		
10	Epson 003 TOO V 200 cyan	2 bottles		
11	Epson 003 TOO V 100 black	5 bottles		
12	Epson ink L120 black	4 bottles		
13	Epson ink L120 magenta	1 bottle		
14	Epson ink L120 cyan	1 bottle		
15	Epson ink L120 yellow	1 bottle		
16	BT5000c, Brother	1 bottle		
17	BT5000m, Brother	1 bottle		
18	BT5000y, Brother	1 bottle		
19	EPSON ink refill black 250ml	2 bottles		
20	EPSON ink refill cyan 250 ml	1 bottle		
21	EPSON ink refill magenta 250 ml	1 bottle		
22	EPSON ink refill yellow 250 ml	1 bottle		
23	HP Ink cartridge black 704	1 cartridge		
24	A4 substance 20 copy paper 70 GSM	31 reams		
25	short bond paper	6 reams		
26	long bond paper	8 reams		
27	Braille paper	200 pieces		
28	HP Smart tank GT53 black	2 bottles		
29	HP Smart tank magenta GT52	1 bottle		
30	HP Smart tank cyan GT52	1 bottle		
31	Epson ink L3110 003 black	1 bottle		
32	Epson ink L3110 003 magenta	1 bottle		
33	Epson ink L3110 003 cyan	1 bottle		
	*nothing follows*			
	<b>TOTAL</b>			

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Signature of Authorized Representative Over Printed Name