

**BIDS AND AWARDS COMMITTEE**

**Request for Quotation (RFQ)**

Date: **December 21, 2020**  
 Quotation No. **DepEd-20-SDO-0240**  
 PR No.: **2020-012-0240DO**  
 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 Materials Needed for Printing/Reproduction of ALS Learning Materials and ALS Forms."** 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.

  
**ELISA O. CERVEZA**  
 BAC Chairperson  
 BAC Chairperson

**II. TOTAL APPROVED BUDGET: Php 124,555.00**

**III. SUMMARY OF ITEMS/WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	<b><u>Supply and Delivery of Office Supplies and Materials Needed for Printing/Reproduction of ALS Learning Materials and ALS Forms</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

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 Materials Needed for Printing/Reproduction of ALS Learning Materials and ALS Forms" (RFQ-240)

OWNER : Department of Education – SDO Marikina City

<b>Item No.</b>	<b>ITEM &amp; DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
1.	Copy Paper, A4, sub. 20, 80gsm	142 reams		
2.	Copy Paper, legal , sub. 20, 80gsm	241 reams		
3.	Yellow Pad Paper, 80 leaves	20 pads		
4.	Correction Tape, 5mm X 6m	20 pieces		
5.	Construction Paper 10s. bright pastel	20 packs		
6.	Multipurpose Glue, 240 ml	20 bottles		
7.	Specialty Paper, 20s/pack, 8 1/2 X 11 inch, cream or ivory	20 packs		
8.	Stapler with staple remover, Heavy Duty No.35	20 pieces		
9.	Staple wire remover	20 pieces		
10.	Staple Wire # 35, Metal, 5000/box	20 boxes		
11.	Scissors, heavy duty, stainless steel	20 pieces		
12.	Whiteboard marker, black, refillable	20 pieces		
13.	Refill Ink, White board black	20 bottles		
14.	Permanent Broad tip Marker, Pentel pen, Black, refillable	20 pieces		
15.	Refill Ink, Permanent, Marker, black	20 bottles		
16.	Manila Paper, 36 X 48", 2s	110 pieces		
17.	Record book Junior, 500 pages, Blue	20 pieces		
18.	Ballpen, RX5, 0.5 Super Fine Retractable Point, Black	20 pieces		
19.	Ballpen, RX5, 0.5 Super Fine Retractable Point, Red	20 pieces		
20.	Original Pencil # 2, 12s/box	2 boxes		
21.	Puncher 2 hole, 30 sheets, any color	20 pieces		
22.	Tape Dispenser, Heavy Duty, Any color	20 pieces		
23.	Scotch Tape, (for the size of the tape dispenser mentioned above	20 pieces		
24.	Expanding Envelope, with handle, long clear/colored, with zipper	20 pieces		
25.	Original Epson Ink # 003, black	10 bottles		
26.	Original Epson Ink # 003, Cyan	4 bottles		
27.	Original Epson Ink # 003, Magenta	4 bottles		
28.	Original Epson Ink # 003, Yellow	4 bottles		
29.	Paper Fastener, Plastic, 50pcs/box	2 boxes		
	*nothing follows*			
	<b>TOTAL</b>			

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Signature of Authorized Representative Over Printed Name