

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



Request For Quotation (RFQ)

Date: October 29, 2018
Quotation No. DepED-18-NCR-RFQ-293

To all Eligible Bidders:

- I. Please quote your lowest price appraisal inclusive of VAT on the **"Supply and Delivery of Materials for the Gender Responsive 21st Century Student Leadership Seminar"**. This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 10:00am October 31, 2018.** The Opening of Bids/Quotation shall be on the same date, 10:15am at Schools Division Office, Marikina City, 4th floor, AVR. For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.


ELISA O. CERMEZA
BAC Chairperson

- II. **TOTAL APPROVED BUDGET FOR THE CONTRACT:** **Php 7,444.00**
III. **SUMMARY OF WORKS**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	Manila paper	20 pcs		
2	Meta card (assorted color 3x3)	5 packs		
3	Refillable marker	12 pcs		
4	Marker ink	2 bots		
5	Envelope legal	30 pcs		
6	Mailing envelope	1 box		
7	Pen holder	1 pc		
8	scissors	10 pairs		
9	Photo paper short	5 packs		
10	Specialty paper legal	20 packs		
11	Certificate holder A4	10 pcs		
12	Ballpen black	187 pcs		
13	Stapler HD	1 unit		
14	Backfold clip	3 boxes		
15	Rubber band	1 box		
16	Sticky note 2x2	3 pads		
17	Data file box	3 pcs		
GRAND TOTAL:				

This is to submit our price quotations in the above indicated item 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:

A. Submission of Requirements

1. 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 Head at CID Office, 2nd floor at DepED Division of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through courier services.
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 thru the BAC Chairperson
 - 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). Prices shall be quoted in Philippine Pesos.
 - b. G-EPS / PhilGeps Registration Certificate
 - c. Valid Mayor's Permit and any of the following:
 1. Latest audited financial statement
 2. Tax Clearance
 3. Income and Business Tax Return
 4. DTI / SEC / 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 (3) calendar days from date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Bidder. Thereafter, if the Contract remains unclaimed, the Contract shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting Bidders shall be precluded from proposing or submitting substitute quotation(s) or item(s).
5. Supplier / Bidder shall be paid by the amount reflected in its quotation by the Department of Education Division of Marikina City through the Cashier's Office after the completion of the project.
6. Supplier / Bidder who accepted a contract but failed to deliver the items within the time called for in the contract shall be disqualified from participating in DepED or any of DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and it's IRR-A against the supplier.

V. 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 at any time prior to the award of the Contract based on valid, reasonable, and justifiable grounds as provided for in the Revised IRR of RA9184.
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.

VI. Delivery, Inspection and Acceptance

1. Delivery of Goods / items shall be made within the period of 5days upon receipt of Purchase Order.
2. Goods / items shall be delivered at the Division Supply Office, 1st floor, Shoe Ave., Sta. Elena, Marikina city.

VIII. Terms of Payment

1. Payments shall only be processed after completion of the Delivery of all Goods / items listed in the Purchase Order.