



REPUBLIC OF THE PHILIPPINES
 Department of Education
 National Capital Region
 Schools Division Office Marikina City
STO. NIÑO ELEMENTARY SCHOOL
BIDS AND AWARDS COMMITTEE



Request for Quotation (RFQ)

Date: June 11, 2021
 Quotation No. DepEd Marikina SNES RFQ2021-029
 PR No. 2021-06-030

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 Janitorial Supplies at Sto. Niño Elementary School.”** This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 10:00A.M. of June 14, 2021.** The opening of quotation shall be on the same date, 10:15 A.M. at the Principal’s Office and/or thru video teleconferencing, Sto. Niño Elementary School, Sto. Niño, Marikina City. For more information, please call the BAC Secretariat at Telephone No. (02) 7621-70-31.


AMELIA T. SANTIAGO
 BAC Chairperson

II. TOTAL APPROVED BUDGET:
 III. SUMMARY OF ITEMS/WORKS

Php 20,661.24

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	<u>Supply and Delivery of Janitorial Supplies at Sto. Niño Elementary School.</u> *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

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 / Principal’s Office, Sto. Niño Elementary School, Guerilla St., (formerly P. Antonio Street),

Sto.Niño, Marikina City or through Courier Services. Soft copy of the requirements may also be sent through this email address: snes.marikina@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. Income/Business Tax Return
 - e. Notarized Omnibus Sworn Statement

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/ goods listed in the Purchase Order/ Contract.

DETAILED ESTIMATE

PROJECT : **Supply and Delivery of School Supplies at Sto. Niño Elementary School**

OWNER : **Sto.Nino Elementary School**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
	Janitorial Supplies			
1	INSECTICIDE, aerosol type, net content: 600ml min	6 cans		
2	HAND SANITIZER, 500 ml	5 bottles		
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	7 bottles		
4	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	2 gallons		
5	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	6 packs		
6	AIR FRESHENER, aerosol, 280ml/150g min	15 cans		
7	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	15 bottles		
8	CLEANSER, SCOURING POWDER, 350g min./can	25 cans		
9	DETERGENT POWDER, all purpose, 1kg	70 packs		
10	DISINFECTANT SPRAY, aerosol type, 400-550 grams	10 cans		
11	SODIUM HYPOCHLORITE, 3.785 liters	6 gallons		
12	HAND SOAP, Liquid, 500ml	3 bottles		
13	FLOOR WAX, PASTE, RED	6 cans		
14	MOPHEAD, made of rayon, weight: 400 grams min	6 pieces		
15	RAGS, all cotton, 32 pieces per kilogram min	6 bundles		
16	TRASHBAG, plastic, transparent	50 rolls		
17	WASTEBASKET, non-rigid plastic	3 pieces		
	TOTAL			