



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 RFQ2021-028
PR No. 2021-06-029

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 School 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 78,060.67

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

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)
School Supplies				
1	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	2 pads		
2	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	2 pads		
3	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	2 pads		
4	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	3 pieces		
5	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	60 reams		
6	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	60 reams		
7	PAPER, Multi-Purpose (COPY) A4, 70 gsm	46 reams		
8	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	32 reams		
9	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	2 pads		
10	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	3 books		
11	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	5 books		
12	GLUE, all purpose, gross weight: 200 grams min	3 jars		
13	STAPLE WIRE, for heavy duty staplers, (23/13)	1 box		
14	STAPLE WIRE, STANDARD, (26/6)	9 boxes		
15	TAPE, ELECTRICAL, 18mm x 16M min	2 rolls		
16	TAPE, MASKING, width: 24mm (±1mm)	6 rolls		
17	TAPE, MASKING, width: 48mm (±1mm)	6 rolls		
18	TAPE, PACKAGING, width: 48mm (±1mm)	6 rolls		
19	TAPE, TRANSPARENT, width: 24mm (±1mm)	6 rolls		
20	TAPE, TRANSPARENT, width: 48mm (±1mm)	6 rolls		
21	TWINE, plastic, one (1) kilo per roll	2 rolls		
22	LED LINEAR TUBE, 18 WATTS FRO SERIES	6 pieces		
23	Light Bulb, LED, 7 watts 1 pc in individual box	20 pieces		
24	FLASHDRIVE 16GB capacity	30 pieces		
25	MOUSE, optical, USB connection type	1 units		
26	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	5 boxes		
27	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	5 boxes		
28	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	5 boxes		
29	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	5 boxes		
30	CORRECTION TAPE, film base type, UL 6m min	15 pieces		

31	DATA FILE BOX, made of chipboard, with closed ends	5 pieces		
32	DATA FOLDER, made of chipboard, taglia lock	5 pieces		
33	ENVELOPE, DOCUMENTARY, for A4 size document	2 boxes		
34	ENVELOPE, DOCUMENTARY, for legal size document	2 boxes		
35	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1 box		
36	ENVELOPE, MAILING, white, 80gsm (-5%)	1 box		
37	ENVELOPE, mailing, white, with window	1 box		
38	ERASER, FELT, for blackboard/whiteboard	6 pieces		
39	FASTENER, METAL, 70mm between prongs	3 boxes		
40	FILE ORGANIZER, expanding, plastic, 12 pockets	3 pieces		
41	FOLDER, FANCY, for legal size documents	2 bundles		
42	MARKER, whiteboard, black, felt tip, bullet type	15 pieces		
43	MARKER, whiteboard, blue, felt tip, bullet type	15 pieces		
44	MARKER, whiteboard, red, felt tip, bullet type	15 pieces		
45	MARKER, PERMANENT, bullet type, black	30 pieces		
46	MARKER, PERMANENT, bullet type, blue	15 pieces		
47	MARKER, PERMANENT, bullet type, red	15 pieces		
48	PAPER CLIP, vinyl/plastic coat, length: 32mm min	15 boxes		
49	PAPER CLIP, vinyl/plastic coat, length: 48mm min	15 boxes		
50	RING BINDER, 80 rings, plastic, 32mm x 1.12m	3 bundles		
51	CUTTER KNIFE, for general purpose	3 pieces		
52	SCISSORS, symmetrical, blade length: 65mm min	2 pairs		
53	STAPLER, STANDARD TYPE, load cap: 200 staples min	3 pieces		
54	STAPLE REMOVER, PLIER-TYPE	2 pieces		
55	CALCULATOR, compact, 12 digits	1 piece		
56	INK CART, EPSON C13T664100 (T6641), Black	24 carts		
57	INK CART, EPSON C13T664200 (T6642), Cyan	12 carts		
58	INK CART, EPSON C13T664300 (T6643), Magenta	12 carts		
59	INK CART, EPSON C13T664400 (T6644), Yellow	12 carts		
60	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	10 pieces		
61	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	5 pieces		
62	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	5 pieces		
	*** nothing follows***			
	TOTAL			