

REQUEST FOR PRICE QUOTATION (RFQ)

Date: February 18, 2019
 Quotation No. LVES-2019-RFQ-02-009

To all Eligible Suppliers/Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on the items below for the " **ITEMS WHICH ARE NOT AVAILABLE AT PS AFTER PURCHASED PART 1**". This is subject to the Terms and Conditions of this RFQ. Submit your quotation duly signed by your representative not later than **10:00 A.M. of February 20, 2019. The Opening of Quotation shall be on the same date and time at Leodegario Victorino Elementary School, A. Bonifacio Ave. Jesus dela Pena, Marikina City.** For more information please call the BAC Secretariat at Telephone No. (02) 945-66-21.


VILMA B. CAMBA
 BAC Chairperson

II. TOTAL APPROVED BUDGET: **P 12, 451.51**
 III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTIT Y	UNIT PRICE (Php)	TOTAL PRICE (Php)
1.	Battery, dry cell, AA, 2 pieces per blister pack	4		
2.	CLEARBOOK TAPE, 20 transparent pockets, for LEGAL size	40		
3.	DATA FOLDER, made of chipboard, taglia lock	5		
4.	ENVELOPE, mailing, white, with window	1		
5.	FASTENER, METAL, 70mm between prongs	5		
6.	FOLDER, TAGBOARD, for legal size documents	3		
7.	GLUE, all purpose, gross weight: 200 grams min	3		
8.	marker, PERMANENT, bullet type, black	5		
9.	PAPER CLIP, vinyl/plastic coat, length: 33mm min	4		
10.	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	40		
11.	PENCIL, lead, w/eraser, wood cased hardness: HB	5		
12.	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	12		
13.	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	20		
14.	STAMP PAD, FELT, bed dimension : 60mm x 100mm min	2		
15.	TAPE, TRANSPARENT, width: 24mm (1mm)	5		
16.	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	5		
TOTAL				Php

IV. This is to submit our price quotations indicated above subject to the terms and conditions of this RFQ.

Supplier's/ Bidder's Company Name:				TIN:	
Address:					
Telephone No.:		Fax No.:		e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:					Date:

V. Terms and Conditions

A. Submission of Requirements

1. Sealed quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at Leodegario Victorino Elementary School through the Principal's Office.
2. **Supplier/Bidder shall submit the following requirements:**
 - a. **Duly signed Request for Price Quotation (RFQ). Prices shall be quoted in Philippine Pesos/ Filled up detailed estimate of appraisal**
 - b. **G-EPS/PhilGeps Registration Certificate**
 - c. **Valid Mayor's Permit and or any of the following: Latest audited financial statement, Tax clearance, Income and Business Tax Return, DTI/SEC/CDA Registration, and Omnibus Sworn Statement.**

VI. Instructions

1. This Quotation and the Supplier's/Bidder's written acceptance will constitute a binding Contract between Procuring Entity and Supplier/Bidder. The Procuring Entity is not bound to accept the lowest or any Quotation received.
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 lower than the estimated price 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 price quotation by the Department of Education Division of Marikina City through Leodegario Victorino Elementary School.
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.

VII. 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.