



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
BIDS AND AWARDS COMMITTEE



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Request for Quotation

Date: **MAY 08, 2023**

08Quotation No. **2023-05-009**

To all Eligible Suppliers:

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative not later than May 12, 2023 at The Bids and Awards Committee of Tagbilaran City Division. Upon receipt of at least three (3) quotations on or before the submission deadline, the BAC shall open the quotations. For more information, please call DepED-BAC at Telephone Nos.: 038-411-3297.

Very truly yours

JOHN ARIEL A. LAGURA PhD
(Chair, Bids and Awards Committee)

| Item | | | | |
|------|---|------|------------|-------------|
| No. | ITEMS & DESCRIPTION | QTY. | UNIT PRICE | TOTAL PRICE |
| 1 | Ballpen Black | 150 | 6.00 | 900.00 |
| 2 | Ballpen Blue | 150 | 6.00 | 900.00 |
| 3 | Ballpen Green | 10 | 6.00 | 60.00 |
| 4 | Binder Clip 32mm 12's | 10 | 60.00 | 600.00 |
| 5 | Binder Clip 41mm 12's | 10 | 60.00 | 600.00 |
| 6 | Binder Clip 51mm 12's | 10 | 78.00 | 780.00 |
| 7 | Bond paper A4 | 115 | 209.00 | 24,035.00 |
| 8 | Bond paper Long | 70 | 235.00 | 16,450.00 |
| 9 | Bond paper Short | 40 | 199.00 | 7,960.00 |
| 10 | Brown Envelope Long | 20 | 5.00 | 100.00 |
| 11 | Brown Envelope Short | 50 | 5.00 | 250.00 |
| 12 | Calculator -Basic | 15 | 955.00 | 14,325.00 |
| 13 | Carbon Paper Long 10's | 5 | 90.00 | 450.00 |
| 14 | Certificate Holder A4 | 50 | 50.00 | 2,500.00 |
| 15 | Certificate Holder Long | 50 | 50.00 | 2,500.00 |
| 16 | Correction Pen | 10 | 50.00 | 500.00 |
| 17 | Correction Tape | 100 | 35.00 | 3,500.00 |
| 18 | Cutter Blade 18mm | 20 | 75.00 | 1,500.00 |
| 19 | Duct Tape 2" | 20 | 150.00 | 3,000.00 |
| 20 | Double sided tape-foam 1" | 25 | 75.00 | 1,875.00 |
| 21 | Expandable Envelope Green Long | 12 | 15.00 | 180.00 |
| 22 | Expandable Envelope Long Assorted | 30 | 20.00 | 600.00 |
| 23 | Filer (Hard Box) | 8 | 900.00 | 7,200.00 |
| 24 | Folder White Long | 135 | 10.00 | 1,350.00 |
| 25 | Folder White Long with cover | 3 | 35.00 | 105.00 |
| 26 | Glue 130g | 5 | 50.00 | 250.00 |
| 27 | Glue 240g | 10 | 95.00 | 950.00 |
| 28 | Highlighter | 20 | 40.00 | 800.00 |
| 29 | Laid Paper A4 (light colors) | 10 | 48.00 | 480.00 |
| 30 | Laminating Film Long | 1 | 1,600.00 | 1,600.00 |
| 31 | Logbook 200 pages | 5 | 150.00 | 750.00 |
| 32 | Logbook 350 pages | 5 | 200.00 | 1,000.00 |
| 33 | Masking tape 1" | 25 | 30.00 | 750.00 |
| 34 | Packaging Tape Transparent 2" | 10 | 120.00 | 1,200.00 |
| 35 | Packaging Tape Brown 2" | 10 | 120.00 | 1,200.00 |
| 36 | Paper Fastener Long | 1 | 150.00 | 150.00 |
| 37 | Paper Fastener Ordinary | 20 | 50.00 | 1,000.00 |
| 38 | Pencil | 72 | 7.00 | 504.00 |
| 39 | Pencil Sharpener heavy duty with handle | 1 | 500.00 | 500.00 |
| 40 | Pentel pen Broad black | 5 | 35.00 | 175.00 |

| | | | | |
|----|-----------------------------------|-----|--------|----------|
| 41 | Pilot V5 Black | 12 | 70.00 | 840.00 |
| 42 | Pilot V5 Blue | 12 | 70.00 | 840.00 |
| 43 | Pressboard Expandable Folder | 100 | 35.00 | 3,500.00 |
| 44 | PVC Cover A4 | 2 | 600.00 | 1,200.00 |
| 45 | PVC Cover Long (ream) | 1 | 800.00 | 800.00 |
| 46 | Ring Binder Holder 1/2" | 110 | 10.00 | 1,100.00 |
| 47 | Ring Binder Holder 3/4" | 100 | 10.00 | 1,000.00 |
| 48 | Rubber Band Big | 5 | 150.00 | 750.00 |
| 49 | Rubber Eraser | 20 | 7.00 | 140.00 |
| 50 | Ruler | 10 | 20.00 | 200.00 |
| 51 | Scissor | 10 | 135.00 | 1,350.00 |
| 52 | Scotch Tape 1" | 45 | 30.00 | 1,350.00 |
| 53 | Scotch Tape 2" | 10 | 35.00 | 350.00 |
| 54 | Sign Pen Black | 100 | 30.00 | 3,000.00 |
| 55 | Sign Pen Blue | 100 | 30.00 | 3,000.00 |
| 56 | Sign pen green | 5 | 30.00 | 150.00 |
| 57 | Sign pen refill black | 65 | 26.00 | 1,690.00 |
| 58 | Sign pen refill blue | 65 | 26.00 | 1,690.00 |
| 59 | Sign pen refill green | 5 | 26.00 | 130.00 |
| 60 | Special Paper A4-neutral colors | 5 | 100.00 | 500.00 |
| 61 | Stamp pad blue | 1 | 100.00 | 100.00 |
| 62 | Staple wire # 10 | 20 | 40.00 | 800.00 |
| 63 | Staple wire # 35 | 25 | 65.00 | 1,625.00 |
| 64 | Sticker Paper Long White | 5 | 60.00 | 300.00 |
| 65 | Sticker Paper Long Yellow | 5 | 60.00 | 300.00 |
| 66 | Sticky Notes in dog ear | 20 | 30.00 | 600.00 |
| 67 | Sticky Notes in pad | 20 | 35.00 | 700.00 |
| 68 | Vellum Board Long | 15 | 31.00 | 465.00 |
| 69 | Whiteboard Board Marker ink Black | 5 | 100.00 | 500.00 |
| 70 | Whiteboard Marker Black | 15 | 55.00 | 825.00 |
| 71 | Whiteboard Marker Blue | 5 | 55.00 | 275.00 |

| | | | | |
|-----------------------------------|--------------|--|--|-------------------|
| | TOTAL | | | 133,599.00 |
| GRAND TOTAL PhP 133,599.00 | | | | |

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

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

II. 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 Tagbilaran City Division, Old City Hall Building, Tagbilaran City.
2. Supplier shall submit the following requirements:
 - a. Duly signed Invitation to Submit Quotation. Prices shall be quoted in Philippine Pesos.
 - b. G-EPS Registration Certificate
 - c. Valid Mayor's Permit
 - d. Latest audited financial statement
 - e. Bank deposit certificate and/or credit facilities
 - f. Sample of the printed materials being offered

B. Instructions

1. This Quotation and the Supplier's written acceptance will constitute a binding Contract between Purchaser and Supplier. The Purchaser is not bound to accept the lowest or any Quotation received.
2. Quotation shall remain valid for a period of not less than ninety (90) calendar days after the deadline date specified for submission.
3. The price quoted by the Supplier shall be fixed for the duration of the bid validity and the contract.
4. Supplier shall be responsible for the printing of materials and shall make the deliveries in accordance with the schedule, and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
5. Supplier shall pick-up the purchase order issued in its favor 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 Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
6. Supplier who accepted a purchase order but failed to deliver the required printed materials within the time called for in the purchase order 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 its IRR-A against the supplier.

7. A performance security of not less than ten percent (10%) of the contract amount in the form of Manager's or Cashier's check or Bank Guarantee shall be submitted by the Supplier prior to the issuance of the Purchase Order for contracts amounting to Two hundred fifty thousand pesos (PhP250, 000.00) and above. The Performance security shall be released after the warranty period.

(Note for Division BAC: This provision will not be applicable to Contracts amounting below Two hundred fifty thousand pesos (PhP250, 000.00)).

8. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.

9. All duties, taxes, and other levies payable by the Supplier under the contract shall be included in the total price.

C. Award

1. The Purchaser will award the Purchase Order to bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation. The bidder must have a liquid asset of at least 80% of the amount of contract under consideration for award.

2. The Purchaser 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 Purchase Order, without thereby incurring any liability to the affected Supplier(s) or any obligation to inform the affected Supplier(s) of the grounds for the Purchaser's decision.

3. The Supplier whose quotation has been accepted will be notified by the Purchaser prior to the expiration of the validity period of the Quotation.

D. Delivery, Inspection and Acceptance

1. Delivery of Computer accessories shall be made within 7 calendar days **(to be filled-up by Division BAC)** from date of receipt of the Purchase Order. Procedures specified in DepED Order No. 45, s. 2006 for delivery, inspection and acceptance shall be followed.

2. Printed Materials shall be delivered to the **Division Office**. A pre-delivery inspection of the finished printed materials shall be conducted by the Division Inspectorate Team together with the representative from the DepED Central Office. Division Inspectorate Team together with a representative from the DepED Central Office shall inspect the printed materials if it is in accordance with the technical specifications upon delivery to the Division Office and an Inspection and Acceptance Report (IAR) shall be signed by the Inspection Committee and by the Property/Supply Officer.

3. Final Acceptance of the Contract shall be issued by the Purchaser after the full delivery of printed materials at the Division Office.

E. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Printed Materials shall be charged as liquidated damages for every day of delay of the delivery of the printed materials.

F. Warranty

Warranty shall be for a period of six (6) months reckoned from date of acceptance of the Goods at Project Site.

G. Payment

One hundred percent (100%) of the Contract Price shall be paid to the supplier after delivery of the goods to the Division Office and upon submission of the following documents:

- a. Request for Billing
- b. Sales Invoice
- c. Delivery Receipts
- d. Pre-delivery inspection report
- e. Inspection and Acceptance Report
- f. Certificate of Acceptance issued by the SDS or its Authorized Representative
- g. Summary of Deliveries
- h. Photographs of deliveries

