



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: **July 15, 2024**

Quotation No. **2024-07-031**

**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 July 19, 2024 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.       | Max Staple Cartridge No. 70 FE        | 25   | Box        | 37,500.00   |
| 2.       | Max Flat Clinch Stapler EH-70F        | 1    | Pc         | 28,000.00   |
| 3.       | Epson Printer Ink L 003 Black         | 80   | Bot        | 28,000.00   |
| 4.       | Epson Printer Ink L 003 Cyan          | 50   | Bot        | 17,500.00   |
| 5.       | Epson Printer Ink L 003 Magenta       | 50   | Bot        | 17,500.00   |
| 6.       | Epson Printer Ink L 003 Yellow        | 50   | Bot        | 17,500.00   |
| 7.       | Epson Printer Ink 664 Black           | 40   | Bot        | 14,000.00   |
| 8.       | Epson Printer Ink 664 Cyan            | 20   | Bot        | 7,000.00    |
| 9.       | Epson Printer Ink 664 Magenta         | 20   | Bot        | 7,000.00    |
| 10.      | Epson Printer Ink 664 Yellow          | 20   | Bot        | 7,000.00    |
| 11.      | HP Printer Ink-GT 53 Black            | 25   | Bot        | 8,750.00    |
| 12.      | HP Printer Ink-GT 53 Cyan             | 15   | Bot        | 5,250.00    |
| 13.      | HP Printer Ink-GT 53 Magenta          | 15   | Bot        | 5,250.00    |
| 14.      | HP Printer Ink-GT 53 Yellow           | 15   | Bot        | 5,250.00    |
| 15.      | Apeosport V4020 Cartridge Toner       | 24   | Pcs        | 276,000.00  |
| 16.      | Drum Cartridge Apeosport V4020        | 5    | Pcs        | 60,000.00   |
| 17.      | Epson Eco Tank L3250                  | 1    | Unit       | 10,500.00   |
| 18.      | Storage Bin 185 L Capacity w/ rollers | 15   | Pcs        | 34,500.00   |
| 19.      | Bondpaper (A4 subs 20)                | 270  | Reams      | 87,750.00   |

|                    |              |  |  |                       |
|--------------------|--------------|--|--|-----------------------|
|                    | <b>TOTAL</b> |  |  | <b>674,250.00</b>     |
| <b>GRAND TOTAL</b> |              |  |  | <b>PhP 674,250.00</b> |

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

