

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION 22
DIVISION OF MARIKINA CITY
BIDS AND AWARDS COMMITTEE



Request for Quotation (RFQ)

Date: **November 12, 2021**
Quotation No. **DepEd-21-SDO-0237**
PR No.: **2021-10-206 D.O.**
Shopping

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 Office Supplies/Devices for Division Office use for 4th quarter NOT available @ PS at SDO Marikina City"**. This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 9:00 A.M. of November 17, 2021. The opening of quotation shall be on the same date, 9:15 A.M. at the Division Office and/or video teleconference, Schools Division Office, Sta. Elena, Marikina City.** For more information, please call the BAC Secretariat at Telephone No. (02) 682-39-89.


ELISA C. CERVEZA
BAC Chairperson

II. TOTAL APPROVED BUDGET: **Php216,410.50**

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1.	Supply and Delivery of Office Supplies/Devices for Division Office use for 4th quarter NOT available @ PS at SDO Marikina City *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 Office, 2nd floor at DepEd Division Office of Marikina City, Shoe Ave., Sta. Elena, Marikina City or through Courier Services. Soft copy of the requirements may also be sent through this email address: **leilani.villanueva@depd.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

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 listed in the Purchase Order/ Contract.

*DETAILED ESTIMATE

PROJECT : "Supply and Delivery of Office Supplies/Devices for Division Office use for 4th quarter NOT available @ PS at SDO Marikina City" (RFQ-237)

OWNER : Department of Education – SDO Marikina City

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT	UNIT COST (Php)	TOTAL COST (Php)
1.	Record book 300 pages (with "Official Record Book" printed on front outside cover) 21" x 27" machine pre-numbered pages; cover-laminated chipboard; durable smythe sewn binding ched picture	50	book		
2.	Record book 500 pages (with "Official Record Book" printed on front outside cover) 21" x 27" machine pre-numbered pages; cover-laminated chipboard; durable smythe sewn binding ched picture	50	book		
3.	Backfold/binder clip A filing accessory must have to hold your documents and files neatly in place. Size: 1 1/4 inches Color: Black Packaging Size: 12 pcs per pack"	50	box		
4.	Backfold/binder clip A filing accessory must have to hold your documents and files neatly in place. Size: 2 inches Color: Black Packaging Size: 12 pcs per box"	50	box		
5.	Copy Paper 80 gsm A4	66	ream		
6.	Copy Paper 80 gsm Legal	60	ream		
7.	Copy Paper 70 gsm A4	110	ream		
8.	Staple Wire #35 5000 pcs/box. Metal."	20	box		
9.	Ballpen Perfectly balance designed high quality oil gel pen, Smooth writing with super fine point best for school & office use, Pen Tip Size: 0.5 mm , Color: Black	200	pcs		
10.	Transparent Tape 2"" Durable utility celo tape ideal for basic adhesive use as well as arts & crafts projects. Size: 18mm x 30m Color: Clear Packaging Size: 1 roll per pack"	50	roll		
11.	Masking Tape 2" Perfect for holding, bundling and packing items Ideal for marking, temporary holding, wrapping and sealing Good on irregular surfaces and around corners Color: Cream Size: 24mm x 20yd"	50	roll		

12.	Data File Box w/ close ends; outside dimension: W125mm x H230mm x L400mm/Chipboard: 3mm thick; leatherette paper for outside cover; coated paper for inside cover/ front of the box w/ finger ring and pocket label (insert)	100	pcs		
13.	Fastener metal 70mm bet prongs	10	box		
14.	Permanent Marker black	50	pcs		
15.	Sign Pen Black 0.7 roller ball pen Pure liquid link	100	pcs		
16.	Sign Pen blue 0.7 roller ball pen Pure liquid link	100	pcs		
17.	Folder Legal cream	1000	pcs		
18.	Folder A4 cream	500	pcs		
19.	Brown Envelope Legal	1000	pcs		
20.	Plastic Envelope w/ handle Legal Clear/transparent/comfort grip handle/ tough but safe corners/expanding/durable pushlock	200	pcs		
21.	Correct Tape applicator non-toxic, 10m	150	roll		
22.	Specialty Paper Short Cream 80 gsm 10 pcs/pack	20	pack		
23.	Specialty Paper Legal, Cream 8 1/2 x 13" 80 gsm 10pcs/pack	50	pack		
24.	Sticky note Flags/earmarker/page marker (banderitas)25.4mm x 43.2mm	20	pack		
25.	Battery AA Attr: E92, AAA Classification: Alkaline battery Nominal voltage: 1.5 volts Typical Weight: 11.5 grams (0.4 oz.) Typical Volume: 3.8 cubic centimeters (0.2 cubic inch) Chemical System: Zinc-Manganese Dioxide (Zn/MnO ₂)No added mercury or cadmium Designation: ANSI-24A, IEC-LR03 Shelf Life: 10 years at 21°C Terminal: Flat Contact Packaging Size: 2 batteries/pack	50	pack		
26.	Battery AAA ttr: E92, AAA Classification: Alkaline battery Nominal voltage: 1.5 volts Typical Weight: 11.5 grams (0.4 oz.) Typical Volume: 3.8 cubic centimeters (0.2 cubic inch) Chemical System: Zinc-Manganese Dioxide (Zn/MnO ₂)No added mercury or cadmium Designation: ANSI-24A, IEC-LR03 Shelf Life: 10 years at 21°C Terminal: Flat Contact Packaging Size: 4 batteries/pack	20	pack		
27.	Mouse wired Optical Mouse features a high precision optical sensor with a wide selection of up to four different colorful casings to make a bold fashion statement. Tracking technology: Optical CPI Resolution: 1000 dpi Number of buttons: 3 Cable Length: 1.6 meters Scroll Wheel: Yes Interface: USB"	10	unit		

28.	Mouse wireless Optical Mouse CPI Resolution: 1000 DPI Number of buttons: 3 Scroll Wheel: Yes Battery Life: Up to 12 months Battery Type: 1 x AA battery Wireless Technology: 2.4GHz wireless connectivity Wireless Operating Distance: Up to 10 meters, 360 degrees Interface: USB receiver"	10	unit		
29.	Calculator Desktop Type 14 digits Regular percentage calculations Solar powered when light is sufficient, battery powered when light is insufficient Decimal selector: 4,3,2,1,0 : Specifies the number of decimal places as 4,3,2,1,0. ADD2: 2 decimal places are assumed for entries and results of all addition and subtraction operations"	10	unit		
30.	Stapler w/ long arm (Iron Stapler) 950L, 10 sheets/staple	2	unit		
31.	Stapler Heavy Duty w/ staple remover; Half strip iron stapler; All iron construction with plastic cap; Rotatable anvil for stapling & pinning; With non-skid bottom pad; Reload indicator; Can staple up to 25 sheets Staple Size: #35"	20	unit		
32.	Scissors stainless steel blades and rivet assures you years of quality cutting. Its ergonomic and soft 2D handles provide comfort of use. With soft inner handles for comfort, Technical & timeless design, Handles made of 60% recycled plastic Scissor Size: 17 cm	10	pair		
	nothing follows				
	TOTAL				

Signature of Authorized Representative over Printed Name