Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

SCHOOLS DIVISION OF BATANGAS

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date : November 11, 2024

PR No.: **2024-08-0091**

Name of Company : _____

Address : _____

TIN : _____

PhilGEPS Registration No. : _____

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure services through Small Value Procurement under Section 53.9 of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2024-08-0091 Supplies and Delivery of Office Supplies to be used in the processing of Provident Fund Loan and Preparation of Various Financial Reports** with an Approved Budget for the Contract (ABC) of One Thousand Four Hundred Pesos only **(Php 1,400.00)**.

Delivery Period: Seven (7) calendar days

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ via e-mail at **sdobatangas.property@deped.gov.ph** or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to the BAC Office, DepEd Division of Batangas **not later than November 18, 2024, at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation:

1. Valid and Current Mayor's Permit
2. PhilGEPS Registration
3. Valid Tax Clearance
4. Latest Income/Business Tax Return (for ABC of 500k and above)

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard**. Lastly, please be informed that submission of a copy of **BIR 2303 (aligned with the requirements of the project being procured)** shall be required from the winning bidder before issuance of notice of award.

For any clarification, you may contact us via email at sdobatangas.property@deped.gov.ph

LOU C. PANALIGAN
ADMINISTRATIVE OFFICER V

INSTRUCTIONS:

(1) Accomplish this RFQ correctly and accurately.
(2) Do not alter the contents of this form in any way.
(3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
(4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Annex "

Supplies and Delivery of Office Supplies to be used in the processing of Provident Fund Loan and Preparation of Various Financial Reports
PR No. 2024-08-0091

*Important Note: State **"Comply"** in the column **"Statement of Compliance"** against each of the individual parameters of each "Specifications".*

Description/Technical Specifications

Unit	Item Description	Quantity	Total Cost	Statement of Compliance
pcs	Sign pen – Blue, 0.5	20		
pcs	Sign pen – Black, 0.5	20		

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank items. Indicate **"0"** if the item being offered is for free.

Supplies and Delivery of Office Supplies to be used in the processing of Provident Fund Loan and Preparation of Various Financial Reports ***PR No. 2024-08-0091*** *Approved Budget for the Contract in the amount of* One Thousand Four Hundred Pesos only **(Php 1,400.00)**.	
Your Total Offered Quotation in Words	***In figures***

Terms of Payment:

- Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility.
- Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

- Banking Institution:
- Account Number:
- Account Name:
- Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for ***thirty (30) calendar days*** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation that complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. School furniture shall be pick-up at HAPPC warehouse, delivered door to door and assemble to the respective schools;
8. Schools shall only issue the signed Inspection and Acceptance Report (IAR) and Inventory Custodian Slip (ICS) upon complete delivery and assembly of the school furniture;
9. IAR and ICS shall be attached to your request for billing;
10. Haulers shall ensure to HAPPC that all needed parts and crews for the assembly are complete;
11. The price quotation shall be inclusive of all costs and applicable taxes;
12. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd SDO Batangas shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
13. The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email address:	
Date:	