Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 28 October 2024
PR No. 2024-10-0129

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Negotiated Procurement – under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2024-10-0129- Supplies for the conduct of Roll-out of the Micro-certification in the ALTERNATIVE LEARNING SYSTEM** with an Approved Budget for the Contract (ABC) of Twenty Three Thousand Seventy Pesos **(Php 23,070.00)**

Delivery Period: One (1) calendar day

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 bac.sdobatangas@deped.gov.ph or in a sealed envelope, and/or courier duly signed by your authorized representative and submitted to the BAC Office, DepEd Division of Batangas **not later than November 5, 2024, at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation: (not applicable for government venues)

1. Valid and Current Mayor's Permit
2. PhilGEPS Registration
3. Valid Tax Clearance
4. Latest Income/Business Tax Return
5. Omnibus Sworn Statement (template attached hereto as Annex "B")

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 to the project being procured) and a notarized Omnibus Sworn Statement** shall be required from the winning bidder before issuance of notice of award.

For any clarification, you may contact us via email at rosemarie.encarnacion001@deped.gov.ph

DAVID M. NUAY
Chief-CID

INSTRUCTION:

(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:

Supplies for the conduct of Roll-out of the Micro-certification in the ALTERNATIVE LEARNING SYSTEM		
Description/Technical Specifications	***Quantity***	***Statement of Compliance***
Clear envelop (long) Sticker paper (A4, 80gsm, glossy) Brown envelop (short) Eco bag (large) Utility travel box (20x20x20 inches) minimum	440 300 1590 30 15	

Important Notes: (For Lease of Venue Only)

1. The passing rate on the reasonableness of rental rates for the Lease of Venue is set at 85%;
2. The Proponent will coordinate the venue if there is a change of event date;
3. Payment will be on Send Bill Arrangement; thus, no down payment will be made;
4. The price quotation shall be inclusive of all costs and applicable taxes;
5. Suppliers shall quote the lowest price on the items/ services listed and submit filled out quotation duly signed by the owner of the company, or its authorized representative supported by a notarized SPA for sole proprietorship or Secretary's Certificate for partnership or corporation;

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 for the conduct of Roll- out of the Micro-certification in the ALTERNATIVE LEARNING SYSTEM PR No. 2024-10-0129 Approved Budget for the Contract in the amount of Twenty Three Thousand Seventy Pesos (Php 23,070.00)	
Your Total Offered Quotation in Words	***In figures***
Twenty Three Thousand Seventy Pesos	(Php 23,070.00)

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. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DepEd SDO Batangas shall have the right to conduct onsite visits to verify their conformity to the technical specifications.
9. 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.
10. The DepEd Batangas reserves the right to accept or reject any bid, to annul
11. 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:	