



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



Room 508, 5th Floor Mabini Building, DepED Complex, Meralco Avenue, Pasig City, Philippines
Website: <http://www.deped.gov.ph>; e-mail: deped_procurementservice@yahoo.com

Direct Line: (02) 636-65-42 / 43

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Request for Quotation

Date: **July 15, 2010**

Quotation No. **2010-014-042-BEE**

To all Eligible Suppliers:

- I. Please quote your lowest price inclusive of VAT on the item listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative in a sealed envelope not later than **July 23, 2010**. Write the Quotation No. in front of your sealed envelope, and submit to DepED Procurement Service, Rm. 508, 5th Flr., Mabini Bldg., DepED Complex, Meralco Ave., Pasig City. For more information, please call DepED-PS at Telephone Nos.: 636-6542 & 636-6543. **Prospective supplier shall be responsible to verify the quoted items from DepED-BEE at Tel. Nos.: 633-72-70 and 637-43-46.**

(Sgd.) ARMANDO C. RUIZ
Chief Administrative Officer and
BAC II Vice Chairperson

Item No.	ITEMS & DESCRIPTION	QTY.	Statement of Compliance (State "Comply" or "Not Comply")	UNIT PRICE
1	Braille Continuous Computer Papers, 11" x 11.5", 120 gsm, with sprocket both sides and 19 Holes, white color	228 boxes (1000 sheets/box)		
<i>Budget: Php501,600.00</i>				TOTAL PRICE:
Requirements (1) – Twenty (20) Sheets of sample papers must be submitted within a non-extendible period of three (3) calendar days from receipt by the bidder of the notice from the BAC for test-run as part of evaluation prior to award.				
(2) - Delivery shall be made within fifteen (15) calendar days from date of receipt of the approved Purchase Order (PO) by the supplier				
(3) – Winning Bidder shall submit Performance Security within ten (10) calendar days upon receipt of Purchase Order (PO) in any of the following forms:				
Amount and Form of Performance Security				
5% of PO if Cash or cashier's/manager's check issued by a Universal or Commercial Bank, or Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank, or				
30% of PO if Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.				
Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award.				

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

Supplier's Company Name:		TIN No.:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Supplier's Authorized Representative 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) II at Rm. 508, 5th Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City, Philippines 1603.
2. Supplier shall submit the following requirements:
 - a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso. Statement of Compliance must be accomplished by supplier.
 - b. Original Brochures of the items offered showing its performance characteristics or certifications, if applicable
3. For submission prior to Award
 - a. 1) Valid Mayor's Permit, 2) Tax Clearance Certificate, & 3) PhilGEPS Registration Certificate.
Bidder's failure to submit such documents within the prescribed period shall be ground for disqualification.

B. Award

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

C. Delivery

1. Delivery of Goods shall be made within 15 calendar days from date of receipt of Purchase Order.
2. Deliverables shall be delivered to the Department of Education, DepED Complex, Meralco Avenue, Pasig City, Philippines, 1603 hereto defined as Project Site, costs to the account of supplier. Risk and title shall pass from the supplier to the purchaser upon receipt and final acceptance of the Goods at Project Site.
3. Upon delivery of the Goods to the Project Site, the supplier shall notify the Purchaser and present the following documents to the Purchaser:
 - i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price, and total price.
 - ii. Original and 4 copies of Delivery Receipts
 - iii. Original Statement of Accounts
 - iv. Approved Purchaser Order
 - v. Warranty Certificate

For the purpose of these conditions, Purchaser's representative at the Project Site is Ms. Marites L. Ablay, Chief of the Property Division.

D. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Technical Specifications, inclusive of test-run of submitted samples.
3. Price

E. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/equipment, 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.
2. 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).
3. Supplier who accepted a purchase order but failed to deliver the required Goods 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.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.
6. As a pre-condition to payment, Importation Documents specifically showing the conditions and serial numbers of the imported equipment purchased shall be submitted by the supplier to the Department of Education.
7. All transaction are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

F. Packing

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in boxes with label identifying content and quantity per box, and other applicable packaging symbols with the name of the Purchaser.

G. Inspection

1. All deliveries by suppliers shall be subject to inspection, and acceptance by the DepED Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by DepED on the Goods shall be to the account of suppliers.
2. For the purpose of this condition, Purchaser's representative at Project Site is Ms. Marites L. Ablay of the Property Division of DepED.

H. Liquidated Damages

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

I. Warranty

Warranty shall be for a period of three (3) months for expendable supplies and one (1) year for non-expendable supplies or equipment reckoned from date of acceptance of the Goods at Project Site.

J. Payment

One hundred percent (100%) of the Contract Price shall be paid to the supplier after acceptance of the Goods at Project Site and submission of the documents provided under **C. Delivery**.

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award or Purchase Order shall be accepted by us at any time before expiration of this period.