



Republic of the Philippines  
Department of Education  
Central Office



**BIDS AND AWARDS COMMITTEE**

***Request for Quotation (RFQ)***

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Reference No.: 2019-03-BLSS3(003)-  
BII-NPSVP-005

If further Information is required, please  
contact:

End-user Unit: BLSS-School Sports  
Division

School: Sports Division at 632-0260

Date: March 15, 2019

Due date: March 18, 2019

by: 9:00 A.M.

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To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dear Sir or Madam:**

1. The Department of Education, through its Bids and Awards Committee, requests your price quotation for the contract for the **Procurement of Polo Shirts (Promotional Item) for the Conduct of 2019 Palarong Pambansa** described under the attached Terms and Condition.
2. Your quotation shall be received on or before 9:00 A.M on March 18, 2019 by courier or by hand-delivery at the address given below:

\_\_\_\_\_  
Bids and Awards Committee II  
Rm. 511, 5th Floor, Mabini Bldg.,  
DepED Complex, Meralco Avenue,  
Pasig City, Philippines  
\_\_\_\_\_  
\_\_\_\_\_

3. The successful proponent must be able to meet the following requirements:
  - 3.1. The **Terms and Conditions of Contract**, as provided for under the General Conditions of Contract for Procurement of Goods and Services under the Philippine Bidding Documents, as may be applicable;
  - 3.2. The **Schedule of Requirements**, as indicated also in **Annex "A"**; and
  - 3.3. The **Technical Specifications** which list the details of the requirements, as indicated in **Annex "B"**.
4. If proponent is a firm, to show your legal capacity and technical and financial capability to undertake the contract, pursuant to the requirements prescribed under Section 53 of the Revised IRR of RA 9184, you are required to submit the following documents: (i) Mayor's permit issued by the City or Municipality where the principal place of business is located; (ii) PhilGEPS Registration Number (iii) Income/Business Tax Return (iv) Omnibus sworn Statement within five (5) calendar days from receipt of notice from the BAC II.
5. Proponents are required to submit a Financial Proposal that simply indicate its charge item. The Approved Budget for the Contract is **PHILIPPINE PESO ONE HUNDRED SEVENTY-FIVE THOUSAND and 00/100 (PhP175,000.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

6. Quotation shall be enclosed in a sealed envelope and addressed to the BAC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.
  - 6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in paragraph 2 above. If being delivered by hand, the quotations must be delivered at the above address during official working hours. Delivery to any other person or office will be at the risk of the bidder and will not constitute timely delivery. Quotations received after the above mentioned closing time or deadline may be rejected.
7. The quotation should be valid for thirty (30) calendar days from the due date indicated above.
8. The DepEd reserves the right to request any additional information that it deems necessary in order to make any decision on any quotation.
9. Any quotation not supported by the information requested in this RFQ, or is patently non-complying with the RFQ requirements may not be considered.
10. The DepEd reserves the right to accept or reject any quotation, to annul the procurement process, or not to award the contract without thereby incurring any liability to the affected bidder or bidders.
11. Submission of quotation in response to this request shall be construed as commitment to undertake the services in accordance with the terms and conditions, specifications, and schedule of implementation set forth in this RFQ.

**Usec. REVSEE A. ESCOBEDO**  
Chairman, Bids and Awards Committee II *per*

Received Copy:

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Remarks:

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# TERMS AND CONDITION

## **I. PROJECT TITLE:**

Procurement of Polo Shirt (Promotional Item) for the Conduct of 2019 Palarong Pambansa

## **II. PROJECT OWNER:**

Department of Education- BLSS-School Sports Division

## **III. OBJECTIVE:**

To procure Polo Shirt (Promotional Item) for the Conduct of 2019 Palarong Pambansa in the most effective and prompt manner, primarily considering time and resource constraints.

## **IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/DOCUMENTS:**

Proponent must be a Filipino national, and if said proponent be a joint venture, total Filipino stake to the venture/partnership must at least be sixty percent (60%).

The following documents must be included in the offer: (i) Mayor's permit issued by the City or Municipality where the principal place of business is located; (ii) PhilGEPS Registration Number; (iii) Income/Business Tax Return; and (iv) Omnibus Sworn Statement.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements must be as indicated in the revised implementing rules and regulations of RA 9184.

The following financial documents must be submitted: (i) Financial Bid Form, using the attached form.

## **V. TECHNICAL SPECIFICATIONS:** as indicated in Annex "B".

## **VI. TERMS AND CONDITIONS OF CONTRACT:**

### **A. 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 Fax transmission or electronic mail 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 Revised IRR 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 is subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

#### **B. 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.

#### **C. 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 is Ms. Maritess L. Ablay of the Asset Management Division of DepEd.

#### **D. 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.

## **E. 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.1.

**VII. SCHEDULE OF REQUIREMENTS:** as indicated in Annex "A".

## **VIII. GENERAL INSTRUCTIONS TO SUPPLIERS**

1. This Request for Quotation (RFQ) Form is DepEd's standard RFQ to be used when DepEd solicits quotations for the procurement of goods and services. It is a standard template that Suppliers must follow in order to prepare and submit their quotations for consideration by DepEd.
2. This RFQ is one lot. Suppliers shall submit quote for one (1) lot.
3. Suppliers must fill up the spaces with the necessary and correct information including the offered brand, model, make and specifications, as well as the total price of the item or the items in the lot. They shall likewise indicate the total price of the said lot.
4. Prices must be quoted in Philippine Peso and must include the unit price and total price, inclusive of all taxes, duties and/or levies to be paid and other incidental costs to the delivery site/s if the contract is awarded.
5. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
6. The RFQ Form must be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any information shall be rewritten in indelible ink and initialed by the person signing the RFQ Form.
7. Suppliers shall accomplish, provide correct and accurate information and submit the following attached documents: (i) Schedule of Requirements (**Annex "A"**); and (ii) Technical Specifications (**Annex "B"**) otherwise, non-submission of which shall result to automatic disqualification of proposal.
8. Suppliers requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson  
Bids and Awards Committee II  
BAC Secretariat Division  
Department of Education  
Room M-511, 5th Floor, Mabini Bldg.,  
DepEd Complex, Meralco Avenue, Pasig City  
Tel. No. (632) 633-9343, 636-6542

**IX. REQUEST FOR QUOTATION (RFQ) FORM** as indicated in Annex "C".

**Bid Form**

Date:

To: THE BIDS AND AWARDS COMMITTEE  
Department of Education

Gentlemen and/or Ladies:

Having examined the Request for Quotation, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] [description of the Goods] in conformity with the said RFQ for the sum of [total amount offered in words and figures] \_\_\_\_\_.

We undertake, if our offer is accepted, to deliver the goods/services in accordance with the delivery/implementation schedule specified in the Terms of Reference.

If our Offer is accepted, we undertake to provide a performance security when specifically required, in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this offer and it shall remain binding upon us and may be accepted at any time before the expiration of the period of one hundred twenty (120) calendar days.

Until a formal Contract is prepared and executed, this offer, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per RFQ and the Terms of Reference.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## ANNEX "A"

### Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<i>PROCUREMENT OF SPORTS BAG FOR THE CONDUCT OF 2019 PALARONG PAMBANSA</i>		
<b>Item Description</b>	<b>Total Quantity</b>	<b>Delivery Period</b>
Polo Shirt (Promotional Item)	500 pcs.	Not later than second week of April 2019

#### A. Project Duration and Project Site

1. After acceptance of the deliverables, the supplier shall 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;
2. Deliverables shall be delivered at Davao City National High School, Davao City.

For the purpose of these conditions, Purchaser's representative is Ms. Maritess L. Ablay, Chief of the Asset Management Division.

#### B. Price Validity

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

#### C. 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
3. Price-Lowest Unit Cost

#### D. Other Requirements

Approval of Sample before mass production is required.



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 on Purchase Order shall be accepted by us at any time before expiration of this period.

The DepEd-Bids and Awards Committee II reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

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Name and Signature of Provider's Authorized Representative



## ANNEX "B"

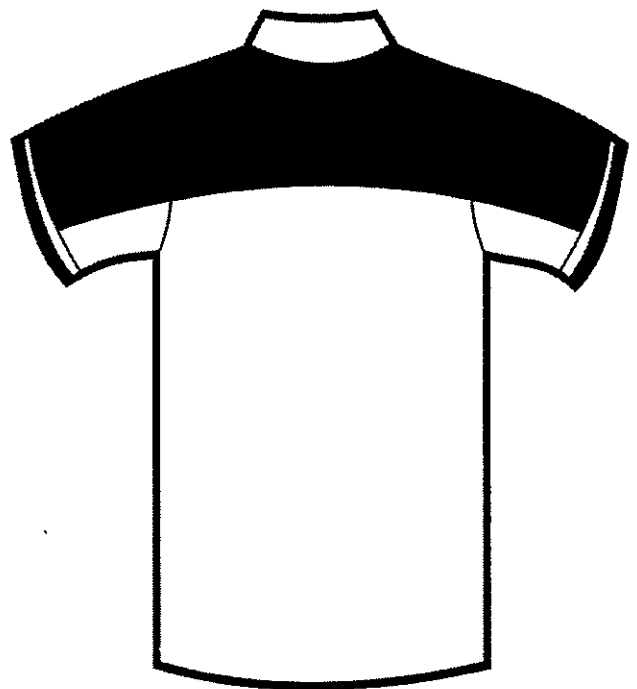
### Technical Specifications

#### Detailed Technical Specifications

ITEM	SPECIFICATIONS	BIDDER'S STATEMENT OF COMPLIANCE	BIDDER'S ACTUAL OFFER
<b>Polo Shirt (Promotional Item)</b>	<ul style="list-style-type: none"> <li>➤ Materials:               <ul style="list-style-type: none"> <li>• Made of 6.5 oz supercombed CVC Cotton, lacoste fabric; Double needle</li> </ul> </li> <li>Bottom hem; Double needle shoulder stitches; Clean-finished placket with</li> <li>Two (2) Shirt Colored buttons; four (4) thread seams and taped neck; Color Fast; Pre-shrunk and Special Anti-Microbial protection</li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Design:               <ul style="list-style-type: none"> <li>• On the left chest is 3" width computer embroidered DepEd Torch LOGO; On the right chest is 3.5" width text "2019 PALARONG PAMBANSA LOGO"</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>➤ Color:               <ul style="list-style-type: none"> <li>• White and Red combination (See illustration)</li> </ul> </li> </ul>		
	<ul style="list-style-type: none"> <li>➤ SIZES               <ul style="list-style-type: none"> <li>• SMALL – 100 pcs</li> <li>• MEDIUM – 150 pcs</li> <li>• LARGE – 150 pcs</li> <li>• X-LARGE – 75 pcs</li> <li>• 2X-LARGE – 25 pcs</li> </ul> </li> </ul>		



Front



Back

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Name and Signature of Provider's Authorized Representative

# ANNEX "C"

Lot No	Description	Quantity	Price Ceiling Per Unit	Supplier's Offer (state brand, model, make and specifications)	Unit Price	Total Price
1	Polo Shirt (Promotional Item)	500	350.00			

<b>TOTAL ABC</b>	<b>PhP 175,000.00</b>	<b>Total Price Offer</b>
Total Price Offer <i>(in words)</i>		

After having carefully read, understood, and accepted the terms and conditions specified in the Request for Quotation, above-cited is our financial proposal (quotation) for the item/s.

We undertake, if our Quotation is accepted, to deliver the above items/goods not later than the second week of April 2019.

We agree to abide by this Quotation for a period of **thirty (30) calendar days-bid validity** after the deadline for submission specified in the RFQ.

We understand that payment for the goods/items delivered will be made to the winning supplier after inspection and acceptance of the goods/items delivered. The above-quoted prices are inclusive of all costs and applicable taxes.

Name and Signature of Authorized Representative	
Name of the Company:	Company Address:
Contact Number/s:	Email Address: