



**DepED**  
DEPARTMENT OF EDUCATION

Republic of the Philippines  
**Department of Education**  
Central Office

Office of the Assistant Secretary for Procurement and Administration

# ACQUISITION COMMITTEE

Room 104, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City

## Request for Quotation (RFQ)

Reference No.:	<b>2019-12-AdmS6(002to005)-AC-NPSVP-117</b>
End-user Unit:	<b>ADMINISTRATIVE SERVICE – RECORDS DIVISION</b>
Due date:	<b>December 20, 2019</b>
If further Information is required, please contact:	<b>ADMINISTRATIVE SERVICE – RECORDS DIVISION Contact No# (02) 8687-1449 / 8633-7218</b>

**December 17, 2019**

### To: All Prospective Suppliers

- The Department of Education, through its Acquisition Committee, requests your price quotation for the project **Procurement of Furniture and Materials for Records Management** described under the attached Terms and Conditions.
- Your quotation shall be received on or before **10:00 A.M. on December 20, 2019** by courier or by hand-delivery at the address given below:

Acquisition Committee  
Rm. 104, Ground Floor, Alonzo Bldg.,  
DepEd Complex, Meralco Avenue,  
Pasig City, Philippines

- The successful proponent must be able to meet the following requirements:
  - 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;
  - The **Schedule of Requirements**, as indicated also in **Annex "A"**; and
  - The **Technical Specifications** which lists the details of the requirements, as indicated in **Annex "B"**.
- 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 eligibility documents within five (5) calendar days from receipt of notice as stated in the Terms and Conditions no. four (4).

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	e-mail:
Authorized Representative's Signature over Printed Name and Designation:		Date:	

5. Proponents are required to submit a Financial Proposal that simply indicate its charge item. The Approved Budget for the Contract is **PHILIPPINE PESO FOUR HUNDRED THIRTY-FOUR THOUSAND SEVEN HUNDRED FORTY and 00/100 (PhP 434,740.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the supplier who submitted the single / lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the Acquisition Committee (AC).
6. Quotation shall be enclosed in a sealed envelope and addressed to the AC 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.

  
**JAMES RONALD G. YBIERNAS**  
Vice-Chairperson, Acquisition Committee <sup>12.12</sup>

Received Copy:

\_\_\_\_\_  
Remarks:  
\_\_\_\_\_



## TERMS AND CONDITIONS

### I. PROJECT TITLE:

***Procurement of Furniture and Materials for Records Management***

### II. PROJECT OWNER:

Department of Education- Administrative Service – Records Division

### III. OBJECTIVE:

To procure ***Furniture and Materials for Records Management*** in the most effective and prompt manner, primarily considering time and resource constraints.

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

Supplier with the Single / Lowest Calculated Bid (LCB) shall submit the requirements indicated below within five (5) calendar days from receipt of notice from the AC, which documents shall be validated to determine if the supplier is technically, legally and financially capable prior to the award of contract.

- (i) Mayor's permit issued by the City or Municipality where the principal place of business is located;
- (ii) PhilGEPS Registration Number; and
- (iii) Omnibus Sworn Statement. (See attached **Annex "C"**)
  - If a partnership, corporation, cooperative, or joint venture, please provide proof of authorization (e.g. duly notarized Secretary's Certificate as stated in item no.2 of the attached Omnibus Sworn Statement)
- (iv) Income/Business Tax Return

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., together with its quotation, above requirements and other documents required.

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.

### 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 and Notice to Proceed 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 and Notice to Proceed 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 with label identifying content and other applicable packaging symbols with 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 or her authorized representative.

#### **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 upon completion of services, final inspection and acceptance of the Goods at Project Site and submission of the documents provided under **Annex "A"**, Schedule of Requirements, Letter A, Item No. 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. Procurement of projects by lot is a recognized mechanism under existing government procurement rules. This project is consisting of one (1) lot. Quotations submitted by prospective suppliers shall be evaluated and awarded by lot, any price offer that exceeds the ABC for a particular lot shall be disqualified for that respective lot. Only bids that are within the ABC, regardless if the price offered for other lot exceeds their respective ABC, may be considered for award if proven to be the lowest calculated and responsive quotation among all other bids.
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, together with the Request for Quotation (RFQ), the following attached documents: (i) Schedule of Requirements (**Annex "A"**); (ii) Technical Specifications (**Annex "B"**); (iii) Omnibus Sworn Statement (**Annex "C"**) and (iv) Financial Proposal Form (**Annex "D"**) 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  
Acquisition Committee  
Department of Education  
Room 104, 1st Floor, Alonzo Bldg.,  
DepEd Complex, Meralco Avenue, Pasig City  
Email: as.amd@deped.gov.ph  
Tel No. 8631-9640  
Look for: Jelly Anne Therese A. Dioso (Project in Charge)

### IX. FINANCIAL PROPOSAL FORM as indicated in **Annex "D"**.



**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.

<b>Procurement of Furniture and Materials for Records Management</b>			
<b>Lot No.</b>	<b>Item Description</b>	<b>Total Quantity</b>	<b>Delivery Period</b>
1	File Box with Cover	300	Within thirty (30) calendar days upon receipt of the Notice to Proceed (NTP)
2	Various Stamps	145	
3	Numbering Machine	52	
4	Filing Cabinet	4	

**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 Notice of Award;
  - v. Approved Purchase Order;
  - vi. Approved Notice to Proceed;
2. Deliverables shall be delivered at Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City.

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

**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 and Terms of Reference (TOR)
3. Price-Lowest Unit Cost

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-Acquisition Committee 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

Supplier's Business Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Authorized Representative's Signature over Printed Name and Designation:		Date:	



## Technical Specifications

## Detailed Technical Specifications

<b>Procurement of Furniture and Materials for Records Management</b>			
<b>LOT NO.</b>	<b>SPECIFICATIONS</b>	<b>STATEMENT OF COMPLIANCE</b> (State Comply or Not Comply)	<b>BIDDER'S ACTUAL OFFER</b>
1	<p><b>FILE BOX WITH COVER</b> NO. OF PCS – 300 PCS</p> <ul style="list-style-type: none"> <li>• SIZE - 14.5" X 9.5" X 5.5"</li> <li>• COLOR - Yellow - 100 Pcs - Green – 100 pcs - Red – 100 pcs</li> <li>• Flip flap portion of the box should be with grove</li> <li>• Index hole should have metal ring type support</li> <li>• Undetachable cover</li> <li>• RAM book paper for cover</li> <li>• Coated paper for inside cover with punch hole</li> <li>• Clear plastic packets for labels</li> <li>• Material Thickness – minimum of 2 – 2.5 mm</li> </ul>		
2	<p><b>VARIOUS STANDARD STAMPS</b></p> <p><b>FSACS STAMPS</b> NO. OF PCS 28 PCS</p> <ul style="list-style-type: none"> <li>• Color - blue</li> <li>• Customizable Self-Inking Stamp</li> <li>• 1-7/16" by 2-15/16" Impression Area</li> <li>• Casing - light weighted, durable plastic casing materials, smooth handling and easy comfortable to use</li> <li>• Rubber stamp material – photopolymer</li> </ul> <p><b>ORIGINAL RECEIVED STAMP</b> NO. OF PCS 29 PCS</p> <ul style="list-style-type: none"> <li>• Customizable Self-Inking Stamp</li> <li>• 15/16" BY 2-11/16" Impression Area</li> <li>• Color – Blue</li> <li>• Casing - light weighted, durable plastic casing materials, smooth</li> </ul>		



	<p>handling and easy comfortable to use</p> <ul style="list-style-type: none"> <li>• Rubber stamp material – photopolymer</li> </ul> <p><b>RECEIVING STAMP</b> NO. OF PCS 29 PCS</p> <ul style="list-style-type: none"> <li>• Customizable Date Stamp</li> <li>• 5/16” by 1-9/16” Impression Area</li> <li>• Self-Inking Mount</li> <li>• Color – Blue</li> <li>• Casing - light weighted, durable plastic casing materials, smooth handling and easy comfortable to use</li> <li>• Rubber stamp material – photopolymer</li> </ul> <p><b>RECORDS FILE STAMP</b> NO. OF PCS 30 PCS</p> <ul style="list-style-type: none"> <li>• Print Size: 41 x 14 mm</li> <li>• Color – Blue</li> <li>• Casing - light weighted, durable plastic casing materials, smooth handling and easy comfortable to use</li> <li>• Rubber stamp material – photopolymer</li> </ul> <p><b>RELEASING STAMP</b> NO. OF PCS 29 PCS</p> <ul style="list-style-type: none"> <li>• Customizable Self-Inking Stamp</li> <li>• 1-1/2” by 2-5/16” impression Area</li> <li>• Color – Blue</li> <li>• Casing - light weighted, durable plastic casing materials, smooth handling and easy comfortable to use</li> <li>• Rubber stamp material – photopolymer</li> </ul>		
3	<p><b>NUMBERING MACHINE</b> NO. OF PCS – 36 PCS</p> <ul style="list-style-type: none"> <li>• Size – 62x47x145</li> <li>• 6 wheels or digits</li> <li>• Self-Inking</li> <li>• At least four (4) movements to number consecutive, duplicate, quadruplicate</li> </ul>		

4	<p><b>FILING CABINET</b></p> <p>NO. OF PCS – 4 PCS</p> <ul style="list-style-type: none"> <li>• Minimum Size – at least H1300xW450XD600mm</li> <li>• Color - Gray, Oak white, brown, green, black</li> <li>• 4 Drawers with lock</li> <li>• Metal</li> <li>• Push-Pulling</li> </ul>		
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Supplier's Business Name:		TIN:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Authorized Representative's Signature over Printed Name and Designation:		Date:	



**Omnibus Sworn Statement**

REPUBLIC OF THE PHILIPPINES     )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Request for Quotations;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

[JURAT]



# ANNEX "D"

## FINANCIAL PROPOSAL (QUOTATION) FORM

Lot No.	Description	Quantity	Unit Price Ceiling (PhP)	Price Ceiling (PhP)	Supplier's Offer (state brand, model, make and specifications)	Unit Price	Total Price
<b>1</b>	File Box with Cover	300	500.00	<b>150,000.00</b>			
	Various Stamps						
	1. FSACS Stamp	28	1,500.00	42,000.00			
	2. Original Received Stamps	29	1,400.00	40,600.00			
	3. Receiving Stamps	29	1,800.00	52,200.00			
<b>2</b>	4. Records File Stamps	30	507.00	15,210.00			
	5. Releasing Stamps	29	1,800.00	52,200.00			
		<i>Sub-Total (lot 2)</i>		<b>202,210.00</b>			
<b>3</b>	Numbering Machine	52	860.00	<b>44,720.00</b>			
<b>4</b>	Filing Cabinet	4	9,452.50	<b>37,810.00</b>			

<b>TOTAL ABC</b>	<b>Total Price Offer</b>
<b>Total Price Offer (in words)</b>	<b>PhP 434,740.00</b>

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 within thirty (30) days upon receipt of NTP.

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: