



Request for Quotation (RFQ)

Reference No.:	2020-IAS1(003)-AC-S-023
End-user Unit:	INTERNAL AUDIT SERVICE-OFFICE OF THE DIRECTOR
Due date:	October 27, 2020
If further Information is required, please contact:	INTERNAL AUDIT SERVICE-OFFICE OF THE DIRECTOR Contact No# 8706 - 5663

October 24, 2020

To: All Prospective Suppliers

- The Department of Education, through its Acquisitions Committee, requests your price quotation for the project **Procurement of Office Supplies and Equipment not available at the DBM-PS** described under the attached Terms and Conditions.
- Your quotation shall be received on or before **10:00 A.M. on October 27, 2020** by courier or by hand-delivery at the address given below:

Acquisitions Committee
 Rm. M-511, 5 th Floor, Mabini Bldg.
 DepEd Complex, Meralco Avenue
 Pasig City, Philippines
 depedcentral.bacsecretariat@deped.gov.ph

- 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:	

TERMS AND CONDITIONS

I. PROJECT TITLE:

Procurement of Office Supplies and Equipment not available at the DBM-PS

II. PROJECT OWNER:

Department of Education- Internal Audit Service-Office of the Director

III. OBJECTIVE:

To procure ***Office Supplies and Equipment not available at the DBM-PS*** 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 (SCB or 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 Returns

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. Proponent 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 proponent to comply with this provision shall be ground for cancellation of the award or purchase order issued to the proponent.

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 Proponents must follow in order to prepare and submit their quotations for consideration by DepEd.**
2. This RFQ is composed of four (4) items. Proponents shall submit their quote for four (4) items.
3. Proponents 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 single/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. Proponents 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 (**Annex “D”**) otherwise, non-submission of which shall result to automatic disqualification of proposal.
8. Proponents requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Acquisitions Committee
Department of Education
Room M-511, 5thFloor, Mabini Bldg.,
DepEd Complex, Meralco Avenue, Pasig City
Tel No. 8631-9640
depedcentral.bacsecretariat@deped.gov.ph
Look for: Jelly Anne Therese A. Dioso (Project in Charge)

IX. FINANCIAL PROPOSAL QUOTATION FORM as indicated in **Annex “D”**.

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 Office Supplies and Equipment not available at the DBM-PS</i>		
Item Description	Total Quantity	Delivery Period
Ring Binder	4	Within 10 calendar Days upon receipt of PO/NTP which shall not be later than 7 calendar days
Note Pad Stick-on	18	
Portable Colored Printer, Multi-function	1	
Ink-refill of portable printer	2	

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-Acquisitions 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.

Name and Signature of Provider's Authorized Representative

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

Technical Specifications

Detailed Technical Specifications

<i>Procurement of Office Supplies and Equipment not available at the DBM-PS</i>			
ITEM	SPECIFICATIONS	STATEMENT OF COMPLIANCE (State Comply or Not Comply)	BIDDER'S ACTUAL OFFER
RING BINDER	Quantity: Four (4) bundles		
	Function: Ring binder for filing		
	Material: Plastic		
	Color: Black or Blue or Red		
	Diameter: 12-18mm diameters		
	Applicable for paper size: A4 size (Legal/A3 size is an advantage)		
	Other Specifications: Stick roll type per bundle with 80 rings		
NOTE PAD STICK-ON	Quantity: Eighteen (18) pads		
	Function: Document marker/note pad		
	Material: Paper with stick-on part		
	Color: Multi-colored or preferably Neon colors		
	Size: 2 x 2 inch size		
	Other Specifications: One side with pre-cut size of 1cm is an advantage		
ONE (1) PORTABLE COLORED PRINTER WITH SCANNER	Quantity: One (1) Portable Colored Printer		
	Type: Scan, Copy and Print		
	Ink Technology: Ink Tank		
	Resolution: 1200x600 dpi min, 4800x1200 dpi Max		
	Paper format: A4, Legal, Letter, Envelope		
	Compatible Operating System: Windows XP / XP Professional x 64 Edition / Vista / 7 / 8 / 8.1 / 10		
	Interface: USB 2.0, Wi-Fi (Wi-Fi Direct)		
TWO (2) BOTTLES OF CONSUMABLE INK REFILL	Quantity: Two (2) bottles of consumable Ink refill		
	Type: Ink Technology		
	Color: Black		
	Other Specification: Applicable for ordinary, gloss, semi-gloss, and photopaper		

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
For the Conduct of Procurement Activities under Republic Act No. 11494 or the
Bayanihan
to Recover as One Act**

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 or authorized representative 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]*;

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

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary’s Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

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, by itself or by its association or relation with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

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:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC),

ANNEX “D”

Description	Quantity	Unit Price Ceiling (Php)	Price Ceiling (Php)	Supplier’s Offer (state brand, model, make and specifications)	Unit Price	Total Price
Ring Binder	4	205.00	820.00			
Note Pad Stick-on	18	35.00	630.00			
Portable Colored Printer, Multi-function	1	1.00	14,999.00			
Ink-refill of portable printer	2	775.00	1,550.00			

TOTAL ABC	Php17,999.00	Total Price Offer	
Total Price Offer (in words)			

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 ten (10) days upon receipt of PO/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: