



Republic of the Philippines
Department of Education
Procurement Management Service

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ACQUISITIONS COMMITTEE

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

Reference No.:	2021-BLSS2(002)-AC-NPSVP-068a
End-user Unit:	BUREAU OF LEARNER SUPPORT SERVICES – SCHOOL HEALTH DIVISION (BLSS-SHD)
Due date:	November 26, 2021
If further information is required, please contact:	BUREAU OF LEARNER SUPPORT SERVICES – SCHOOL HEALTH DIVISION (BLSS-SHD) Contact No. 8632-9935

November 23, 2021

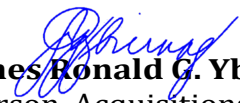
To: All Prospective Proponents

- 1. The Department of Education, through its Acquisitions Committee (AC), requests price quotation for the project *Procurement of Trophies (48 pcs.), Plaques (458 pcs.) and Certificate holder/jacket (1150 pcs.) for the Most Outstanding SBFP Implementers SY 2020-2021* particularly described and detailed in the **Project Reference**, hereto attached as **Appendix “A”**.**
- 2. Said quotation shall be received on or before 10:00 A.M. on November 26, 2021 by courier or by hand-delivery at the address given below:**

Acquisitions Committee
Rm. M-511, 5th Floor, Mabini Bldg.
DepEd Complex, Meralco Avenue, Pasig City, Philippines
depedcentral.bacsecretariat@deped.gov.ph
- 3. The successful proponent must be able to meet the following requirements:**
 - 3.1. The Terms and Conditions of Contract** provided as Item V of the Project Reference. The terms and conditions provided under the General Conditions of Contract of Procurement of Goods and Services under the Philippine Bidding Documents as may be applicable, as well as the provisions of the IRR of R.A. 9184 are deemed to be read into this project.
 - 3.2. The Schedule of Requirements**, as indicated in Item VI of the Project Reference; and
 - 3.3. The Technical Specifications** which lists the details of the requirements, as indicated in Item VII of the Project Reference.
- 4. If proponent is a firm, the same is required to submit the eligibility documents prescribed under Section 23 of the Revised IRR of RA 9184 within five (5) calendar days from receipt of notice as stated in the Terms and Conditions in order to show its legal capacity, and technical and financial capability to undertake the contract. Non-submission of any of the documents shall be a ground for post-disqualification.**

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 indicating its price for the required lot. The Approved Budget for the Contract is **PHILIPPINE PESO SEVEN HUNDRED FORTY THOUSAND, NINE HUNDRED and 00/100 (PhP740,900.00)**. For purposes of the evaluation, comparison and ranking of bids/offers, the proponent who submitted the single / lowest calculated responsive quotation shall be awarded the Contract after evaluation by the Acquisitions 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 Item no.2. 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 aforementioned closing time or deadline may be rejected.
 - 6.2. Based on the above-stated provisions, the bidder's quotation sent by email will not be accepted and will be considered as 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 requested during evaluation, 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
 Chairperson, Acquisitions Committee

Received Copy:

 Remarks:

PROJECT REFERENCE

I. PROJECT TITLE:

Procurement of Trophies (48 pcs.), Plaques (458 pcs.) and Certificate holder/jacket (1150 pcs.) for the Most Outstanding SBFP Implementers SY 2020-2021

II. PROJECT OWNER:

Department of Education – Bureau of Learner Support Services – School Health Division (BLSS-SHD)

III. OBJECTIVE:

To procure the project ***Procurement of Trophies (48 pcs.), Plaques (458 pcs.) and Certificate holder/jacket (1150 pcs.) for the Most Outstanding SBFP Implementers SY 2020-2021*** in the most effective and prompt manner, primarily considering time and resource constraints.

IV. ELIGIBILITY, TECHNICAL AND FINANCIAL REQUIREMENTS/ DOCUMENTS:

The 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;
- (iii) Duly Notarized Omnibus Sworn Statement (**for ABCs above Php50K**) (See attached **Annex "A"**)
 - 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 Tax Returns (**for ABCs above Php500K**) (Annual Income Tax Returns of the preceding tax year); and
- (v) Business Tax Returns (**for ABCs above Php500K**) (Value Added Tax or Percentage Tax Returns covering the previous six months)

To facilitate post-qualification, the bidder **at its option** may submit in advance, i.e., together with its quotation, the above requirements and other documents as may be required. Non-submission of any of the documents shall be a ground for post-disqualification.

In the case of a Joint Venture, or if the parties intend to enter into a joint venture, the requirements are as indicated in the revised Implementing Rules and Regulations of Republic Act No. 9184.

V. TERMS AND CONDITIONS OF CONTRACT:

A. Instructions

1. Proponent shall be responsible for sourcing its Goods/equipment and services, and shall make the deliveries and provide services in accordance with the schedule, and specifications of the award or contract. Failure of the proponent to comply with this provision shall be ground for cancellation of the award or contract issued to the proponent.

2. Proponent shall pick-up the Contract 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 Proponent. Thereafter, if the contract remains unclaimed, the contract shall be cancelled.

To avoid delay in the delivery of the requesting agency's requirements, all defaulting Proponent shall be precluded from proposing or submitting substitute quotation(s) or item(s).

3. Proponent who accepted a Contract and Notice to Proceed but failed to deliver the required Goods and Services within the time called for in the contract 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 Proponent.

4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the Proponent subject to liquidated damages for delayed deliveries.

5. All duties, excise, and other taxes and revenue charges shall be paid by the Proponent.

6. All transactions are subject to applicable withholding taxes per relevant revenue regulations of the Bureau of Internal Revenue (BIR) withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the BIR.

B. Delivery and Documents

The delivery terms applicable to this Contract are delivered to the **Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City**. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods / Services at their final destination.

The Goods and Services supplied to the delivery site shall conform to and comply with the Standards mentioned in Schedule of Requirements, as indicated in **Annex "B"** and Technical Specifications as indicated in **Annex "C"**.

Upon delivery of the Goods/Equipment to the Delivery Site, the Supplier shall notify DepEd thru BLSS-SHD and present the following documents:

- i. Original and 4 copies of the Supplier's Invoice showing Goods'/ service' description, quantity, unit price, and total amount;
- ii. Original and four copies of the Manufacturer's and/or Supplier's Warranty Certificate, where applicable;
- iii. Original (white copy) and scanned copy stored in CD/DVD/Flash Drive of the pre-numbered Inspection and Acceptance Report (IAR) and Delivery Receipt (DR) detailing number and description of items received and duly signed and dated by the Authorized Receiving Personnel (ARP).

For this purpose, the DepEd's Representative at the Project Site: **DepEd Central Office - MS. MA. LEE L. ALPUERTO for the End-User Unit, and MS. MARITESS L. ABLAY for the Inspectorate Team** as designated by the Assistant Secretary for Procurement and Administration per D.O. 027 s. 2020.

Packaging

As may be applicable for goods to be delivered and as may be indicated in the contract, the Supplier shall provide such packaging as is required to prevent their damage or deterioration during transit to their final destination. The packaging shall be sufficient to withstand, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points of transit.

The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions of DepEd.

The outer packaging must be clearly marked on at least four (4) sides as follows:

Name of the Procuring Entity
Name of the Supplier
Contract Description
Final Destination
Gross weight
Any special lifting instructions
Any special handling instructions
Any relevant HAZCHEM classifications

A packaging list identifying the contents and quantities of the package is to be placed on a conspicuous part of the outer packaging. If this is not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.

Transportation

Transport of the Goods shall be arranged by the Supplier, and related costs shall be

included in the contract price.

DepEd accepts no liability for the damage of Goods during transit. Risk and title will not pass to DepEd until its receipt and final acceptance at the final destination, through its authorized receiving personnel.

Intellectual Property Rights

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

C. Schedule of Payment

Supplier may submit a request for payment based on the Progress Reports which shall be attached to the progress billing and include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the contract; and (ii) Inspection and Acceptance Reports, including certification by Supplier, as approved by the duly authorized DepEd representative, that the items have been delivered and/or properly installed and commissioned in accordance with the contract.

Delivery documents as may be subsequently prescribed by DepEd shall be provided by the Supplier.

(NOTE: The Supplier must furnish copy of the above-mentioned documents to the End-user [(BLSS-SHD)] and the Contract Management Division of the Procurement Management Service, Central Office.

Payments shall be subject to the **“Warranty”** provision in the form of either retention money in an amount equivalent to at least 3% of every progress payment, or a special bank guarantee in the amount equal to at least 3% of the Contract Price required in Section 62 of RA 9184 and its IRR.

The method and conditions of payment to be made to the Supplier through the Government disbursement procedure within sixty (60) days after the date of acceptance of Goods at the project Site and upon submission of documents under this contract shall be as follows:

Advance Payment

An advance payment not to exceed **fifteen percent (15%)** of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the contract. An irrevocable letter of credit or bank guarantee of an equivalent amount must be submitted, and shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

The **initial progress payments**, shall be paid to the Supplier upon a minimum of 25% delivery and acceptance of the Goods.

Final payment shall constitute release of the retention money in case of expiry of the warranty period, or whatever is left of it, after it has been called for use under

the warranty provision.

All progress payments shall first be charged against the advance payment until the latter have been fully recouped.

D. Inspections

Pre-delivery

Where applicable for goods to be delivered, pre-delivery inspections shall be conducted by DepEd thru the duly designated Inspectorate Team. The said inspections shall be made upon notice to the DepEd of the readiness of the goods for inspection.

VI. SCHEDULE OF REQUIREMENTS as indicated in Annex "B".

VII. TECHNICAL SPECIFICATIONS as indicated in Annex "C".

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 composed of one (1) lot. Prospective Proponents shall submit their quote for one (1) lot.
3. Proponent must fill up the spaces with the required 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.

The RFQ Form must be duly signed and accomplished, either 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.

6. Proponent 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 "B"**); (ii) Technical Specifications (**Annex "C"**); and (iii) Financial

Proposal (**Annex "D"**) otherwise, non- submission of which shall result to automatic disqualification of proposal. The proponent should not need to fill out the attached Purchase Order (PO) under **Annex "E"**.

7. Proponent requiring any clarifications of the Request for Quotation Document may refer to:

The Chairperson
Acquisitions Committee
Department of Education
Room M-511, 5th Floor, Mabini Bldg.,
DepEd Complex, Meralco Avenue, Pasig City
Tel Nos. 8633-9343 / 8636-6542
depcentral.bacsecretariat@deped.gov.ph
Look for: Theo Jeremiah C. Baguio (Project in Charge)

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

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 Acquisitions Committee (AC), the Technical Working Group, and the AC 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 Acquisitions Committee (AC), the Technical Working Group, and the AC 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 Acquisitions Committee (AC), the Technical Working Group, and the AC 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examine all of the Bidding Documents;
 - 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.

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

Name and Signature of Bidder's
Authorized Representative

[Jurat]

[Format shall be based on the Rules on Notarial Practice]

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.

Lot No.	Description	Quantity	UOM	Delivery Period
1	Trophies	48	pcs.	Within Thirty (30) calendar days upon receipt of the NTP or the date indicated in the NTP
	Plaques	458		
	Certificate holder / jackets	1, 150		

A. Delivery Schedule

Complete delivery of the items shall be made within **thirty (30) calendar days** from the receipt of the Notice to Proceed (NTP), or from the commencement date indicated therein, in coordination with DepEd BLSS-SHD.

B. Project Site

Goods/Services shall be delivered to **DepEd Central Office, Meralco Avenue, Pasig City.**

C. Delivery and Receiving Instructions

The Supplier shall observe the following instructions:

- 1) Goods/Services as specified in this Schedule of Requirements and/or Technical Specifications shall be delivered only to the address indicated herein.
- 2) The Supplier shall notify the indicated authorized receiving personnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery.
- 3) The Supplier shall make delivery or deliveries to the Project Site on regular working days, during Office hours from 8:00 A.M. to 2:00 P.M. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 2:00 P.M., and on non-working days.
- 4) The Supplier shall coordinate with DepEd Administrative Service- Asset Management Division for purposes of Inspection and Acceptance.

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

Statement of Compliance

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 Contract 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

Technical Specifications

Detailed Technical Specifications


Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Trophies	Award	<ul style="list-style-type: none"> • Most Outstanding Regional Implementer of SBFP – Grand Winner • Most Outstanding Schools Division Implementer of SBFP–Grand Winner • Most Outstanding School Implementer of SBFP – Grand Winner 		
		Quantity	3 pcs		
		Quality/Material/Size	Glass or Acrylic glass 12 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch		
		Citation	<p>Font: Monotype Corsiva, size 44</p> <p>Region _____ GRAND WINNER Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>SDO _____ GRAND WINNER Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>School _____ GRAND WINNER Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p>		

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Trophies	Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate " DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE ". (This signage can be encoded in a paper and posted outside the box).		
		Sample picture			
		Delivery Schedule	Within 30 calendar days upon the receipt of the NTP		
		Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto		


Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Trophies	Award	<ul style="list-style-type: none"> • Most Outstanding Regional Implementer of SBFP-2nd Place • Most Outstanding Schools Division Implementer of SBFP- 2nd Place • Most Outstanding School Implementer of SBFP 2nd Place 		
		Quantity	3 pcs		
		Quality/Material/ Size	Glass or Acrylic glass 10 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch		
		Citation	<p>Font: Monotype Corsiva, size 44</p> <p>Region _____ 2nd Place Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>SDO _____ 2nd Place Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>School _____ 2nd Place Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p>		
		Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate " DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE ".(This signage can be encoded in a paper and posted outside the box).		

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer	
1	Trophies	Sample picture				
		Delivery Schedule	Within 30 calendar days upon the receipt of the NTP			
		Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto			


Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Trophies	Award	<ul style="list-style-type: none"> • Most Outstanding Regional Implementer of SBFP – 3rd Place • Most Outstanding Schools Division Implementer of SBFP– 3rd Place • Most Outstanding School Implementer of SBFP – 3rd Place 		
		Quantity	3 pcs		
		Quality/Material/Size	Glass or Acrylic glass 8 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch		
		Citation	<p>Font: Monotype Corsiva, size 44</p> <p>Region _____ 3rd Place Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>SDO _____ 3rd Place Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>School _____ 3rd Place Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p>		
		Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate " DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE ".(This signage can be encoded in a paper and posted outside the box).		

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer	
1	Trophies	Sample picture				
		Delivery Schedule	Within 30 calendar days upon the receipt of the NTP			
		Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto			

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Trophies for Runners-up/National Winners	Award	Most Outstanding Regional Implementers – Runners-up/National Winners		
		Quantity	Regional Offices- 13 pcs Schools Division Offices- 13 pcs Schools- 13 pcs		
		Quality/Material/Size	Glass or Acrylic glass 8 inches, 12mm thick with base wood or acrylic size: 3.5x3.5x2 inch		
		Citation	<p>Monotype Corsiva size 44</p> <p>Region _____ Runner-up/National Winner Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>SDO _____ Runner-up/National Winner Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>School _____ Runner-up/National Winner Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p>		
Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate " DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE ". (This signage can be encoded in a paper and posted outside the box).				

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Trophies	Sample picture			
		Delivery Schedule	Within 30 calendar days upon the receipt of the NTP		
		Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto		

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Plaques for Offices	Award	Plaque of Recognition for SDOs and Schools		
		Quantity	SDOs- 197 pcs Schools - 197 pcs		
		Quality/Material/ Size	Glass or Acrylic glass, 8 inches, 12mm thick; with gold star design on the top with base wood or acrylic size: 3.5x 3.5 x 2 inch		
		Citation	<p>Font: Bookman Oldstyle</p> <p>SDOs</p> <p>This Plaque of Recognition is hereby granted to SDO _____ for the outstanding performance and contribution for the successful implementation of the School-Based Feeding Program for SY 2020-2021 and is hereby awarded as</p> <p>Regional Winner Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>Given this _____ day of December, 2021 in _____.</p> <p>Leonor M. Briones Secretary</p> <p>Schools</p> <p>This Plaque of Recognition is hereby granted to SCHOOL for the outstanding performance and contribution for the successful implementation of the School-Based Feeding Program for SY 2020-2021 and is hereby awarded as</p> <p>Regional Winner Most Outstanding School Implementer of the School- Based Feeding Program for SY 2020-2021</p> <p>Given this _____ day of December, 2021 in _____.</p> <p>Leonor M. Briones Secretary</p>		
		Packaging	Individually packed in a sturdy box, with bubble		

			<p>wrap, and ready for transportation. Outer pack/box should indicate "DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE".(This signage can be encoded in a paper and posted outside the box).</p>		
		<p>Sample picture</p>			
		<p>Delivery Schedule</p>	<p>Within 30 calendar days upon the receipt of the NTP</p>		
		<p>Drop-off Point & Contact Person</p>	<p>Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., PasigCity Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto</p>		

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Plaques for Focal Persons	Award	Plaque of Recognition for RO, SDO Focal Persons and School Feeding Coordinators (winners only)		
		Quantity	12 pcs		
		Quality/Material/ Size	Glass or Acrylic glass, 12 inches (for Grand Winner) 10 inches (for 2 nd Place), and 8 inches (for 3 rd Place), with gold star design on the top 12mm thick with base wood or acrylic size: 3.5x3.5x2 inch		
		Citation	<p>Font: Bookman Oldstyle</p> <p>For 1st, 2nd, and 3rd Placers</p> <p>This Plaque of Recognition is hereby granted to <u>(Name of Focal Person)</u> in grateful recognition for his/her exemplary contribution for the successful implementation of the School-Based Feeding Program for SY 2020-2021 and is hereby awarded as Grand Winner/2nd Place/3rd Place Most Outstanding Regional/Schools Division Focal Person/School Feeding Coordinator of the School-Based Feeding Program for SY 2020-2021</p> <p>Given this ___ day of December, 2021 in ___.</p> <p>Leonor M. Briones Secretary</p>		
Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate "DepEd- Search for the				

Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE".(This signage can be encoded in a paper and posted outside the box).

Sample picture




Delivery Schedule


Within 30 calendar days upon the receipt of the NTP

Drop-off Point & Contact Person

Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., PasigCity
Tel. No. 8632-9935
Ms. Ma. Lee L. Alpuerto

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Plaques for Focal Persons	Award	Plaque of Recognition for RO, SDO Focal Persons and School Feeding Coordinators (Runners-up)		
		Quantity	52 pcs		
		Quality/Material/ Size	Glass or Acrylic glass, 8 inches, with gold star design on the top 12mm thick, with base wood or acrylic size: 3.5 x 3.5 x 2 inch		
		Citation	<p>For Runners-up/National Winners</p> <p>This Plaque of Recognition is hereby granted to <u>(Name of Focal Person)</u> in grateful recognition for his/her exemplary contribution for the successful implementation of the School-Based Feeding Program for SY 2020-2021 and is hereby awarded as Runner-up/National Winner Most Outstanding Regional/Schools Division Focal Person/School Feeding Coordinator of the School-Based Feeding Program for SY 2020-2021</p>		
		Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate " DepEd-Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE ". (This signage can be encoded in a paper and posted outside the box).		

		Sample Picture			
		Delivery Schedule	Within 30 calendar days upon the receipt of the NTP		
		Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto		

Lot No.	Description	Specification		Bidder's Statement of Compliance	Bidder's Actual Offer
1	Certificate Holder	Certificate Holder	Leatherette Cover, Portrait, A4 size, Royal Blue		
		Quantity	1,150 pcs		
		Front Cover Design	Golden Metal Corners with Gawad SBFP Logo and Department of Education (in text form) below the GawadSBFP Logo. Font: Bookman Oldstyle		
		Sample Picture			
		Delivery Schedule	Within 30 calendar days upon the receipt of the NTP		
		Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto		

STATEMENT OF COMPLIANCE

I hereby commit to provide the above specified requirements in compliance with the Technical Specification for the Project: **Procurement of Trophies (48 pcs.), Plaques (458 pcs.) and Certificate holder/jacket (1150 pcs.) for the Most Outstanding SBFP Implementers SY 2020-2021.**

**_____
Name and Signature of Authorized representative**

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

ANNEX "D"

Lot No.	Description	Quantity	Price Ceiling (Php)	Supplier's Offer (state brand, model, make and specifications)	Unit Price	Total Price
1	Trophies	48 pcs.	740,900.00			
	Plaques	458 pcs.				
	Certificate Holder/Jackets	1,150 pcs.				
TOTAL ABC		Php740,900.00	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 thirty (30) calendar days from the date of receipt of the NTP or the date indicated in the 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:



PURCHASE ORDER

Supplier : _____	P.O. No. : _____
Address : _____	Date : _____
Email Address : _____	Mode of _____ NP-SVP
Telephone Nos. : _____	Procurement : _____
TIN : _____	End-User : <u>BLSS-School Health Division</u>


Gentlemen:


Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>DepEd Central Office</u>	Delivery Term : Within thirty (30) calendar days upon receipt of NTP
Date of Delivery : <u>Within thirty (30) calendar days upon receipt of NTP</u>	Payment Term : (see Terms and Conditions)

Project Title: **Procurement of Trophies (48 pcs.), Plaques (458 pcs.) and Certificate holder/jacket (1150 pcs.) for the Most Outstanding SBFP Implementers SY 2020-2021**

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL PRICE (IN PHP)							
Trophies (48 pcs.) Plaques (458 pcs.) Certificate holder/jackets (1150 pcs.)											
Trophies	pcs.	3									
<table border="1"> <tr> <td>Award</td> <td> <ul style="list-style-type: none"> • Most Outstanding Regional Implementer of SBFP – Grand Winner • Most Outstanding Schools Division Implementer of SBFP–Grand Winner • Most Outstanding School Implementer of SBFP – Grand Winner </td> </tr> <tr> <td>Quantity</td> <td>3 pcs</td> </tr> <tr> <td>Quality/Material/Size</td> <td>Glass or Acrylic glass 12 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch</td> </tr> <tr> <td>Citation</td> <td> Font: Monotype Corsiva, size 44 Region <hr/> GRAND WINNER <i>Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</i> SDO _ <hr/> GRAND WINNER <i>Most Outstanding Schools</i> </td> </tr> </table>	Award	<ul style="list-style-type: none"> • Most Outstanding Regional Implementer of SBFP – Grand Winner • Most Outstanding Schools Division Implementer of SBFP–Grand Winner • Most Outstanding School Implementer of SBFP – Grand Winner 	Quantity	3 pcs	Quality/Material/Size	Glass or Acrylic glass 12 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch	Citation	Font: Monotype Corsiva, size 44 Region <hr/> GRAND WINNER <i>Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</i> SDO _ <hr/> GRAND WINNER <i>Most Outstanding Schools</i>			
Award	<ul style="list-style-type: none"> • Most Outstanding Regional Implementer of SBFP – Grand Winner • Most Outstanding Schools Division Implementer of SBFP–Grand Winner • Most Outstanding School Implementer of SBFP – Grand Winner 										
Quantity	3 pcs										
Quality/Material/Size	Glass or Acrylic glass 12 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch										
Citation	Font: Monotype Corsiva, size 44 Region <hr/> GRAND WINNER <i>Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</i> SDO _ <hr/> GRAND WINNER <i>Most Outstanding Schools</i>										

	<p><i>Division Implementer of the School-Based Feeding Program for SY 2020-2021</i></p> <p>School _</p> <p>GRAND WINNER Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p>				
Packaging	<p>Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate "DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE". (This signage can be encoded in a paper and posted outside the box).</p>				
Sample picture					
Delivery Schedule	<p>Within 30 calendar days upon the receipt of the NTP</p>				
Drop-off Point & Contact Person	<p>Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto</p>				
Trophies		pcs.	3		
Award	<ul style="list-style-type: none"> • Most Outstanding Regional Implementer of SBFP-2nd Place • Most Outstanding Schools Division Implementer of SBFP- 2nd Place • Most Outstanding School Implementer of SBFP 2nd Place 				
Quantity	3 pcs				

Quality/Material/Size	Glass or Acrylic glass 10 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch				
Citation	<p>Font: Monotype Corsiva, size 44</p> <p>Region _</p> <hr/> <p><i>2nd Place Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</i></p> <p>SDO _</p> <hr/> <p><i>2nd Place Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</i></p> <p>School _</p> <hr/> <p><i>2nd Place Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</i></p>				
Packaging	<p>Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate "DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE". (This signage can be encoded in a paper and posted outside the box).</p>				
Sample picture					
Delivery Schedule	<p>Within 30 calendar days upon the receipt of the NTP</p>				
Drop-off Point &	<p>Rm 302 Mabini Bldg,</p>				

Contact Person	DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto			
Trophies		pcs.	3	
Award	<ul style="list-style-type: none"> • Most Outstanding Regional Implementer of SBFP – 3rd Place • Most Outstanding Schools Division Implementer of SBFP– 3rdPlace • Most Outstanding School Implementer of SBFP – 3rd Place 			
Quantity	3 pcs			
Quality/Material/Size	Glass or Acrylic glass 8 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch			
Citation	<p>Font: Monotype Corsiva, size 44</p> <p>Region</p> <hr/> <p><i>3rd Place Most Outstanding Regional Implementer of the School-Based Feeding Program for SY 2020-2021</i></p> <p>SDO</p> <hr/> <p><i>3rd Place Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</i></p> <p>School</p> <hr/>			


	3rd Place Most Outstanding Schools Division Implementer of theSchool- Based Feeding Program for SY 2020-2021
Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate "DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE" . (This signage can be encoded in a paper and posted outside the box).
Sample picture	
Delivery Schedule	Within 30 calendar days upon the receipt of the NTP
Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig CityTel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto

Trophies for Runners-up/National Winners


Regional Offices-
School Division Offices-
Schools-

pcs. 13
pcs. 13
pcs. 13

Award	Most Outstanding Regional Implementers – Runners-up/National Winners
Quantity	Regional Offices- 13 pcs School Division Offices- 13 pcs Schools-13 pcs
Quality/Material/Size	Glass or Acrylic glass 8 inches, 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch
Citation	Monotype Corsiva size 44 Region <hr/> Runner-up/National Winner Most Outstanding Regional

	<p>Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>SDO _</p> <hr/> <p>Runner-up/National Winner</p> <p>Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>School _</p> <hr/> <p>Runner-up/National Winner</p> <p>Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p>				
Packaging	<p>Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate "DepEd- Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE". (This signage can be encoded in a paper and posted outside the box).</p>				
Sample picture					
Delivery Schedule	<p>Within 30 days upon the receipt of the NTP</p>				
Drop-off Point & Contact Person	<p>Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto</p>				
Plaques for Offices		pcs.	197		
SDOs-Schools		pcs.	197		
Award	Plaque of				

	Recognition for SDOs and Schools				
Quantity	SDOs- 197 pcs Schools - 197 pcs				
Quality/Material/ Size	Glass or Acrylic glass, 8 inches, 12mm thick; with gold star design on the top with base wood or acrylic size: 3.5x 3.5 x 2inch				
Citation	<p>Font: Bookman Oldstyle</p> <p>SDOs</p> <p>This Plaque of Recognition is hereby granted to SDO_____ for the outstanding performance and contribution for the successful implementation of the School-Based Feeding Program for SY 2020-2021 and is hereby awarded as Regional Winner Most Outstanding Schools Division Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>Given this_day of December, 2021 in _____.</p> <p>Leonor M. Briones Secretary</p> <p>Schools</p> <p>This Plaque of Recognition is hereby granted to SCHOOL for the outstanding performance and contribution for the successful implementation of the School-Based Feeding Program for SY 2020-2021 and is hereby awarded as Regional Winner Most Outstanding School Implementer of the School-Based Feeding Program for SY 2020-2021</p> <p>Given this_day of December, 2021 in _____.</p> <p>Leonor M. Briones Secretary</p>				

Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate " DepEd-Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE ". (This signage can be encoded in a paper and posted outside the box).
Sample picture	
Delivery Schedule	Within 30 calendar days upon the receipt of the NTP
Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto

Plaques for Focal Persons

pcs.

12

Award	Plaque of Recognition for RO, SDO Focal Persons and SchoolFeeding Coordinators (winners only)
Quantity	12 pcs
Quality/Material/Size	Glass or Acrylic glass, 12 inches (for Grand Winner), 10 inches (for 2 nd Place), and 8 inches (for 3 rd Place), with gold star design on the top with base wood or acrylic size: 3.5x 3.5 x 2inch
Citation	Font: Bookman Oldstyle For 1st, 2nd, and 3rd Placers This Plaque of Recognition is hereby granted to <u>(Name of Focal Person)</u> in grateful recognition for his/her exemplary

contribution for the successful implementation of the School-Based Feeding Program for SY 2020-2021 and is hereby awarded as **Grand Winner/2nd Place/3rd Place Most Outstanding Regional/Schools Division Focal Person/School Feeding Coordinator of the School-Based Feeding Program for SY 2020-2021**

Given this day of December, 2021 in _____.

Leonor M. Briones
Secretary

Packaging

Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate "**DepEd-Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE**". (This signage can be encoded in a paper and posted outside the box).

Sample picture





Delivery Schedule

Within 30 calendar days upon the receipt of the NTP

Drop-off Point & Contact Person

Rm 302
Mabini Bldg,
DepEd Complex,
Meralco Ave., Pasig City
Tel. No. 8632-9935
Ms. Ma. Lee L. Alpuerto

Award	Plaque of Recognition for RO, SDO Focal Persons and School Feeding Coordinators (Runners-up)				
Quantity	52 pcs				
Quality/Material/Size	Glass or Acrylic glass, 8 inches with gold star design on the top 12mm thick; with base wood or acrylic size: 3.5x 3.5 x 2 inch				
Citation	<p>For Runners-up/National Winners</p> <p>This Plaque of Recognition is hereby granted to <u>(Name of Focal Person)</u> in grateful recognition for his/her exemplary contribution for the successful implementation of the School-Based Feeding Program for SY 2020-2021 and is hereby awarded as Runner-up/National Winner Most Outstanding Regional/Schools Division Focal Person/School Feeding Coordinator of the School-Based Feeding Program for SY 2020-2021</p>				
Packaging	Individually packed in a sturdy box, with bubble wrap, and ready for transportation. Outer pack/box should indicate " DepEd-Search for the Most Outstanding School Implementers of SBFP for SY 2020-2021, NOT FOR SALE ". (This signage can be encoded in a paper and posted outside the box).				
Sample Picture					
Delivery Schedule	Within 30 days upon the receipt of the NTP				

Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto				
Certificate Holder					
Certificate Holder	Leatherette Cover, Portrait, A4 size, Royal Blue	pcs.	1,150		
Quantity	1,150 pcs				
Front Cover Design	Golden Metal Corners with Gawad SBFP Logo and Department of Education (in text form) below the Gawad SBFP Logo. Font: Bookman Oldstyle				
Sample Picture					
Delivery Schedule	Within 30 calendar days upon the receipt of the NTP				
Drop-off Point & Contact Person	Rm 302 Mabini Bldg, DepEd Complex, Meralco Ave., Pasig City Tel. No. 8632-9935 Ms. Ma. Lee L. Alpuerto				
TOTAL				PHP	
and 00/100 Pesos Only					
<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay shall be imposed.</p> <p style="text-align: right;">Very truly yours,</p> <p style="text-align: right;">LOPE B. SANTOS III OIC, Director IV Bureau of Learner Support Services Department of Education</p>					
Conforme: _____					
Signature Over Printed Name of Supplier					

Date					
Funds Available: _____					
OR No. : _____					
Amount : _____					

TERMS AND CONDITIONS

1. Supplier shall be responsible for the source(s) of its supplies/materials/equipment; and shall make deliveries in accordance with schedule, quality and specifications of the award or purchase order (PO). Failure by the Supplier to comply with the same shall be ground for cancellation of the award or purchase order issued to the Supplier and for awarding the item(s) to the next lowest responsive bidder at Procuring Entity's option.

2. Supplier shall pick up purchase order(s) issued in its favor within three (3) days after 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 said purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirement, all defaulting Suppliers shall be precluded from delivering substitute items.

3. Subject to the provisions of the preceding paragraph, where Supplier has accepted a purchase order but fails to deliver the required goods within the time called for in the purchase order, Supplier shall be charged liquidated damages (LD). The amount of LD, deductible from payments due to Supplier, shall be one tenth of one percent (0.1%) of the cost of the undelivered goods in the PO for every day of delay. Once the cumulative amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions open to the Procuring Entity under RA 9184 and its IRR, and other laws.

4. All deliveries of the Supplier shall be subject to inspection and acceptance by the Procuring Entity. All necessary tests undertaken or caused to be undertaken by the Procuring Entity on the goods shall be for the account of the supplier. For the purpose of this condition, DepEd shall constitute an Inspectorate Team to conduct pre-delivery inspection of the Goods at the Supplier's warehouse or production site and inspection upon delivery at the Project site.

5. Rejected deliveries shall be construed as non-delivery of goods so ordered and shall be subject to liquidated damages and rescindment of the PO prescribed in paragraph 3 hereof.

6. Supplier shall guarantee its deliveries to be free from defects. Any defective item or goods that may be discovered by the Procuring Entity within the warranty period after acceptance of the same shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect free of cost to the Procuring Entity. Supplier hereby commits a 3-month warranty on the goods in this PO.

7. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

8. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the Procuring Entity.

9. All payments are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

10. Supplier may submit a request for payment based on Progress Reports which shall be attached to the progress billing and shall include (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the Contract; (ii) Inspection and Acceptance Reports (IARs) duly signed by the authorized representative of the DepEd indicating that the items have been delivered accordance with the Contract.

(Note: Supplier must furnish copy of the above-mentioned documents to DepEd Accounting, End-user, and Contract Management Division of the Procurement Management Service, Central Office).

Initial progress payment of a minimum of twenty-five percent (25%) of the Contract Price shall be paid to Supplier upon a minimum of twenty-five percent (25%) delivery of items and acceptance of goods by DepEd's authorized representative.

Final payment shall constitute release of the retention money in case of expiry of the warranty period, or in case of use in part of the retention money by reason of a call upon the warranty, the final payment shall constitute release of the balance amount.

Advance Payment

Advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from signing of the Contract upon submission of an irrevocable Letter of Credit or Bank Guarantee issued by a Universal or Commercial Bank.

11. Supplier shall deliver the goods/items to the Procuring Entity at the Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City.

Conforme:

Signature over printed name of Supplier

Date