Republic of the Philippines

Department of Education

Procurement Management Service

BIDS AND AWARDS COMMITTEE V

Request for Quotation (RFQ

Reference No.:	**2022-Adms5(008)-BACV-NPSVP-031**
End-user Unit:	**ADMINISTRATIVE SERVICE – GENERAL SERVICES DIVISION**
Due date:	**November 22, 2022**
If further information is required, please contact:	**ADMINISTRATIVE SERVICE – GENERAL SERVICES DIVISION Contact Nos.# 8638 4392 / 8636 6543**

November 16, 2022

To: All Prospective Proponents

1. The **Department of Education,** through its **Bids and Award Committee BAC V,** requests price quotation for the project ***Supply and Delivery of Various Tools and Materials for the GSD- BFMU*** 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 22, 2022** by courier or by hand-delivery at the address given below:

   Bids and Awards Committee V
   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 IRRof 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 list 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:	

Room M-511, 5th Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8633-9343; 8636-6542
Email Address: depedcentral.bacsecretariat@deped.gov.ph

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 Nine Hundred Ninety Thousand and 00/100 (PhP990,000.00).*** 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 Bids and Awards Committee BAC V.

6. Quotation shall be enclosed in a sealed envelope and addressed to the BAC Secretariat at the address given above. The envelope should have the RFQ Number boldly and conspicuously identified.

   6.1. It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation reaches the above address before the time and date indicated in 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 aforementionedclosing 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.

ASec. ALMA RUBY C. TORIO
Chairperson, Bids and Awards Committee V

Received Copy:

_____

Remarks:

_____

Appendix "A"

PROJECT REFERENCE

I. PROJECT TITLE:

Supply and Delivery of Various Tools and Materials for the GSD- BFMU

II. PROJECT OWNER:

Department of Education – **Administrative Service- General Services Division**

III. OBJECTIVE:

To procure the project ***Supply and Delivery of Various Tools and Materials for the GSD-BFMU*** 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 BAC, 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. AFax 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 todeliver 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 IRRagainst 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 bythe 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 theStandards 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 Procurement Planning and Management Division (PPMD) 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 – Engr. Mark Joseph J. Calilung for the End-User Unit, and 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.

Ensure that the items are well protected from damage during transport. It should be individually packed with plastic and the indicated size.

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.

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 thecontract; and (ii) Inspection and Acceptance Reports, including certification by Supplier, as approved by the duly authorized DepEd representative, that the items have been deliveredand/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 [(AS- GSD)] 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 1% of every progress payment, or a special bank guarantee in the amount equal to at least 1% 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:

Progress Payments

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. The Disbursement Voucher, Certificate of Final Acceptance and Request for Final Payment shall be required for the release of the retention money.

Full Payment

One hundred (100%) full payment upon delivery and acceptance. The Certificate of Final Acceptance shall be required upon complete delivery and acceptance of the goods.

Under exceptional circumstances, and depending on the nature of the project and contract arrangement, different payment terms and conditions may be allowed. The proposed alternative payment arrangement is as follows:

One hundred percent (100%0 of the Purchase Order (P.O.) price shall be paid to the supplier after the supply, delivery, inspection, and acceptance of the goods to DepEd end-user. DepEd Inspectorate Team shall inspect the goods if it is in accordance with the requirements as indicated in the technical specifications and Bill of Quantities (BOQ) upon delivery of the goods. Inspection and Acceptance Report (IAR) shall be signed by the Inspection Committee and by the Asset Management Division (AMD).

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.

Delivery

Upon delivery to the site, post-delivery-inspection for goods that is to be conducted by the CO Inspectorate Team at no extra cost to the Procuring Entity.

E. Warranty

The warranty period for manufacturing defects shall be three (3) months after acceptance of the delivered goods.

The obligation for the warranty shall be covered by retention money in the amount equal to at least 1% of full payment.

The Supplier shall correct manufacturing defects, repair or replace the defective Goods or parts without cost to the Procuring Entity within fifteen (15) calendar days upon receipt of the Notice/Request to the End-User.

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. Quotation that exceeds the ABC for the said lot shall be rejected. Quotation that exceeds the unit ceiling price for each item in the lot shall also be rejected.

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
   Bids and Awards Committee V
   Department of Education
   Room M-511, 5th Floor, Mabini Bldg.,
   DepEd Complex, Meralco Avenue, Pasig City
   Tel Nos. 8633-9343 / 8636-6542
   depedcentral.bacsecretariat@deped.gov.ph
   Look for: Genalyn De Asis (Project in Charge)

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

ANNEX "A"

Omnibus Sworn Statement

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

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REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF
_____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residingat *[Address of Affiant]*, after having been duly sworn in accordance with law, dohereby 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 ofthe 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 Powerof Attorney, whichever is applicable;)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding bythe 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 biddingrequirements 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), the Technical Working Group, and the BAC Secretariat, the head ofthe 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 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]

ANNEX "B"

Schedule of Requirements

Lot	Item Description	Quantity	UOM	Delivery Period
1	Supply and Delivery of Various Tools and Materials	1	Lot	within sixty (60) calendar days from receipt of the Notice to Proceed (NTP). Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries

A. Delivery Schedule

Complete delivery of the items shall be made within sixty (60) calendar days from receipt of the Notice to Proceed (NTP). Rejected deliveries shall be construed as non- delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries therein, in coordination with DepEd AS-GSD.

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. to 2:00 P.M., and on non-working days.
4) The Supplier shall coordinate with DepEd Administrative Service- Asset Management Division forpurposes 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- Bids and Awards Committee V 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

General Requirements/Specifications:

The goods to be procured are tools and materials for the skilled workers in order to conduct the maintenance of the department such as repair and improvement.

Detailed Technical Specifications:

LOT	Description	Quantity	Specification	STATEMENT OF COMPLIANCE (State Comply or NotComply)	BIDDER'S ACTUAL OFFER
1	***A. AIR-CONDITIONING:***				
	1. BALL PEIN HAMMER, 12Oz	2 PIECES	1. Head Size: at least 345mm/13" 2. Weight: 300-340grams		
	2. BALL PEIN HAMMER, 24Oz	2 PIECES	1. Head Size: at least 381mm/15" 2. Weight: 600-680grams		
	3. BALL PEIN HAMMER, 32Oz	2 PIECES	1. Head Size: at least 405mm/16" 2. Weight: 850-950grams		
	4. TWO-JAW GEAR PULLER/ BEARING PULLER	2 PIECES	1. Size: 8" 2. Material: Steel or approved equal		
	5. THREE-JAW GEAR PULLER/ BEARING PULLER	2 PIECES	1. Size: 6" 2. Material: Steel or approved equal		
	6. FLARING TOOL SET	2 SETS	1. Expanding Scope: 6-18mm		
	7. REFRIGERANT LEAK DETECTOR	2 PIECES	1. Applicable refrigerants: CFC, HCFC, HFC		
	8. MANIFOLD GAUGE	2 PIECES	1. Available for Refrigerants: R-410A, R-22, R-134A		
	B. CARPENTRY:				
	1. ANGLE GRINDER	2 SETS	1. Rated Power Input: 700-1,000W 2. Rated Speed: 11,000-13,000RPM 3. Maximum Wheel Diameter: 100-		

			125mm		
	2. BENCH GRINDER	2 SETS	1. Rated Power Input: 300-500W 2. Rated Speed: 2,500-5,000RPM		
	3. WOOD ROUTER	2 SETS	1. Rated Power Input: 1,000-1,800W 2. Maximum Milling Cutter Diameter: 11-15mm 3. No-Load Speed: 20,000-25,000RPM		
	4. ELECTRIC PLANER	2 SETS	1. Rated Power Input: 500-1,000W 2. Maximum Planing Width: 80-120mm 3. No-Load Speed: 15,000-18,000RPM		
	5. CIRCULAR SAW	2 SETS	1. Rated Power Input: 1,000-1,800W 2. No-Load Speed: 4,000-7,000RPM 3. Maximum Cutting Angle: 45 Degrees		
	6. MARBLE CUTTER	2 SETS	1. Rated Power Input: 1,100-1,800W 2. Blade Diameter: 110-180mm 3. Maximum Cutting Capacity: 30-60mm		
	7. CUT-OFF MACHINE	2 SETS	1. Rated Power Input: 2,000-4,000W 2. No-Load Speed: 3,500-5,000RPM 3. Miter Cutting Angle: 0-45 Degrees		
	8. MITRE SAW	2 SETS	1. Rated Power Input: 1,500-1,800W 2. Blade Diameter: 250-280mm 3. No-Load Speed: 4,000-6,000RPM		

	9. JIG SAW	2 SETS	1. Rated Power Input: 500-1,000W 2. Bevel Cutting Angle (L/R): 0-45 Degrees 3. Maximum Cutting Capacity: Steel: 10-20mm Wood: 60-90mm		
	10. TRIMMER	2 SETS	1. Rated Power Input: 300-800W 2. Rated Speed: 25,000-35,000RPM 3. Maximum Milling Cutter Diameter: 6-7mm		
	11. AIR BRAD NAILER	2 SETS	1. Working Pressure: 4-8bars 2. Magazine Capacity: 95-100pcs 3. Nail Type: Brad Nail		
	12. AIR STAPLER	2 SETS	1. Working Pressure: 4-8bars 2. Magazine Capacity: 95-100pcs 3. Nail Type: Staple		
	13. PLUNGE ROUTER	2 SETS	1. Rated Power Input: 1,500-2,500W 2. No-Load Speed: 9,000-22,000RPM 3. Plunge Capacity: 10-60mm		
	C. ELECTRICAL:				
	1. LUX METER	2 SETS	1. Measurement Range: 0-200,000 Lux 2. Type: Digital		
	D. TELEPHONE:				
	1. TELEPHONE BUTT TESTER	2 SETS	1. Functions Include: Dial Tone, Dial Out, On/Off Button, Last Number Redial		
	2. WIRE TRACKER FAULT LOCATOR AND CABLE TESTER	2 SETS	1. Type: Cable Tester 2. Test Length: RJ45 Cable 3. Tracking Type: RJ45, RJ11, BNC, USB, and Metal Cable		

E. GENERAL USE:					
1. HAMMER DRILL	3 SETS	1. Rated Power Input: 500-1,000W 2. Impact Rate at Rated Speed: 0-4,500BPM 3. No-Load Speed: 800-1,000RPM			
2. ROTARY HAMMER	3 SETS	1. Rated Power Input: 700-1,600W 2. Maximum Drilling Capacity: 12-40mm 3. No-Load Speed: 400-900RPM			
3. LASER DISTANCE METER	3 SETS	1. Measuring Range: 0-80m 2. Accuracy of Measurement: ±1.5-2.5mm 3. Laser Level Class: 2 4. Auto Instrument Off: 160-180s			
4. BLOWER VACUUM	4 SETS	1. Rated Power Input: 400-800W 2. Maximum Blowing Rate: 1.5-3.5m3/min 3. No-Load Speed: 8,000-17,000RPM			
5. PRESSURE WASHER	6 SETS	1. Rated Power Input: 1,500-2,500W 2. Working Pressure: 100-150bar 3. Maximum Flow Rate: 5.0-8.0LPM			
6. VACUUM CLEANER	3 SETS	1. Rated Power Input: 1,200-1,500W 2. Capacity: 15-30L			
7. SELF-ADJUSTING WIRE STRIPPER PLIER	5 PIECES	1. Size: 8" 2. Stripping Range: 10-24 AWG			
8. CLAMP METER, 1,000A	2 PIECES	1. Measurement Range: 0-1,000A AC 2. Type: Digital			
9. CLAMP METER, 400A	3 PIECES	1. Measurement Range: 0-400A AC 2. Type: Digital			

	10. ORBITAL SANDER	2 SETS	1. Rated Power Input: 150-300W 2. Orbital Stroke Rate: 10,000-24,000OPM 3. No-Load Speed: 6,000-13,000RPM		
	11. BOLT CUTTER, 12"	2 PIECES	1. Size: 12" 2. Type: Bolt Cutter		
	12. BOLT CUTTER, 24"	2 PIECES	1. Size: 24" 2. Type: Bolt Cutter		
	13. MEASURING TAPE	2 PIECES	1. Length: 50m		
	14. RIDGID STEP LADDER	3 PIECES	1. Height: 8Ft 2. Material: Fiberglass 3. Type: A		
	15. FOLDABLE LADDER	3 PIECES	1. Size: 4steps x 4fold 2. Material: Aluminum		
	16. WELDING MACHINE	2 SETS	1. Voltage: 220-240V 2. Frequency: 50-60Hz 3. Current: 200A		
	F. GROUND MAINTENANCE:				
	1. GRASS CUTTER	2 SETS	1. Type: 4-stroke 2. Cooling System: Air 3. Handle Type: Bike		
	2. GRASS SCISSOR	5 PIECES	1. Size: 18"		
	3. GARDEN RAKE	5 PIECES	1. Handle: Steel		
	4. CHAINSAW	2 SETS	1. Size: 20" 2. Fuel: Gasoline		
	5. WHEEL BARROW	12 PIECES	1. Material: Plastic or approved equal		

STATEMENT OF COMPLIANCE

I hereby commit to provide the above specified requirements in compliance with the Technical Specifications for the Project: **Supply and Delivery of Various Tools and Materials for the GSD- BFMU.**

_____

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	Qty.	Unit Price Ceiling (Php)	Price Ceiling (Php)	Supplier's Offer (state brand, model,make and specifications)	Unit Price	Total Price
1 LOT	***A. AIR-CONDITIONING:***						
	1. BALL PEIN HAMMER, 12Oz	2 PIECES	450.00	990.00			
	2. BALL PEIN HAMMER, 24Oz	2 PIECES	550.00	1,100.00			
	3. BALL PEIN HAMMER, 32Oz	2 PIECES	650.00	1,300,00			
	4. TWO-JAW GEAR PULLER/ BEARING PULLER	2 PIECES	1,350.00	2,700.00			
	5. THREE-JAW GEAR PULLER/ BEARING PULLER	2 PIECES	1,550.00	3,100.00			
	6. FLARING TOOL SET	2 SETS	13,500.00	27,000.00			
	7. REFRIGERANT LEAK DETECTOR	2 PIECES	7,500.00	15,000.00			
	8. MANIFOLD GAUGE	2 PIECES	8,600.00	17,200.00			
	B. CARPENTRY:						
	1. ANGLE GRINDER	2 SETS	6,100.00	12,200.00			
	2. BENCH GRINDER	2 SETS	10,500.00	21,000.00			
	3. WOOD ROUTER	2 SETS	14,000.00	28,000.00			
	4. ELECTRIC PLANER	2 SETS	10,100.00	20,200.00			
	5. CIRCULAR SAW	2 SETS	12,500.00	25,000.00			
	6. MARBLE CUTTER	2 SETS	11,000.00	22,000.00			
	7. CUT-OFF MACHINE	2 SETS	13,500.00	27,000.00			

	8. MITRE SAW	2 SETS	14,950.00	29,900.00			
	9. JIG SAW	2 SETS	9,600.00	19,200.00			
	10. TRIMMER	2 SETS	5,500.00	11,000.00			
	11. AIR BRAD NAILER	2 SETS	5,300.00	10,600.00			
	12. AIR STAPLER	2 SETS	3,400.00	6,800.00			
	13. PLUNGE ROUTER	2 SETS	9,000.00	18,000.00			
	C. ELECTRICAL:						
	1. LUX METER	2 SETS	7,500.00	15,000.00			
	D. TELEPHONE:						
	1. TELEPHONE BUTT TESTER	2 SETS	13,500.00	27,000.00			
	2. WIRE TRACKER FAULT LOCATOR AND CABLE TESTER	2 SETS	8,000.00	16,000.00			
	E. GENERAL USE:						
	1. HAMMER DRILL	3 SETS	14,000.00	42,000.00			
	2. ROTARY HAMMER	3 SETS	14,000.00	42,000.00			
	3. LASER DISTANCE METER	3 SETS	13,300.00	39,900.00			
	4. BLOWER VACUUM	4 SETS	5,000.00	20,000.00			
	5. PRESSURE WASHER	6 SETS	14,500.00	87,000.00			
	6. VACUUM CLEANER	3 SETS	14,900.00	44,700.00			
	7. SELF-ADJUSTING WIRE STRIPPER PLIER	5 PIECES	4,000.00	20,000.00			
	8. CLAMP METER, 1,000A	2 PIECES	11,500.00	23,000.00			
	9. CLAMP METER, 400A	3 PIECES	9,000.00	27,000.00			

	10. ORBITAL SANDER	2 SETS	7,500.00	15,000.00			
	11. BOLT CUTTER, 12"	2 PIECES	1,500.00	3,000.00			
	12. BOLT CUTTER, 24"	2 PIECES	3,000.00	6,000.00			
	13. MEASURING TAPE	2 PIECES	2,500.00	5,000.00			
	14. RIDGID STEP LADDER	3 PIECES	10,500.00	31,500.00			
	15. FOLDABLE LADDER	3 PIECES	13,800.00	41,400.00			
	16. WELDING MACHINE	2 SETS	14,950.00	29,900.00			
	F. GROUND MAINTENANCE:						
	1. GRASS CUTTER	2 SETS	14,500.00	29,000.00			
	2. GRASS SCISSOR	5 PIECES	2,500.00	12,500.00			
	3. GARDEN RAKE	5 PIECES	2,000.00	10,000.00			
	4. CHAINSAW	2 SETS	14,950.00	29,900.00			
	5. WHEEL BARROW	12 PIECES	4,500.00	54,000.00			
TOTAL ABC				**PHp990,000.00**	**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 to commence within seven (7) calendar days from the date of receipt of the NTP or from 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:

REPUBLIC OF THE PHILIPPINES DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City

PURCHASE ORDER

Supplier :
Address :

Email Address :
Telephone Nos. :
TIN :

P.O. No. :
Date :

Mode of Procurement : NP-SVP
End-User : AS- General Services Department

Gentlemen:

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

Place of Delivery : DepEd Central Office

Delivery Term : within Sixty (60) calendar days from receipt of the Notice to Proceed (NTP). Rejected deliveries shall be construed as non-delivery and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.

Date of Delivery : within Sixty (60) calendar days from receipt of the Notice to Proceed (NTP).

Project Title: **Supply and Delivery of Various Tools and Materials for the GSD- BFMU**

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL PRICE (IN PHP)
A. General Specifications: Custom-made jackets, for male and female, made of materials free from imperfections or blemishes that may affect its appearance or serviceability. Stitches should be even, without fabric puckers, skip or stitching malfunctions as a result of thread tensions.				
B. Detailed Technical Specifications: Various Tools and Materials for the GSD-BFMU				
A. General Specifications: The goods to be procured are tools and materials for the skilled workers in order to conduct the maintenance of the department such as repair and improvement.				
B. Detailed Technical Specifications:				
A. AIR-CONDITIONING:	PIECES	2		
1. BALL PEIN HAMMER, 12Oz	PIECES	2		
2. BALL PEIN HAMMER, 24Oz	PIECES	2		
3. BALL PEIN HAMMER, 32Oz	PIECES	2		
4. TWO-JAW GEAR PULLER/BEARING PULLER	PIECES	2		
5. THREE-JAW GEAR PULLER/BEARING PULLER				
6. FLARING TOOL SET	SETS	2		
7. REFRIGERANT LEAK DETECTOR	PIECES	2		
8. MANIFOLD GAUGE	PIECES	2		
B. CARPENTRY:				
1. ANGLE GRINDER	SETS	2		
2. BENCH GRINDER	SETS	2		
3. WOOD ROUTER	SETS	2		
4. ELECTRIC PLANER	SETS	2		
5. CIRCULAR SAW	SETS	2		
6. MARBLE CUTTER	SETS	2		
7. CUT-OFF MACHINE	SETS	2		
8. MITRE SAW	SETS	2		
9. JIG SAW	SETS	2		
10. TRIMMER	SETS	2		
11. AIR BRAD NAILER	SETS	2		
12. AIR STAPLER	SETS	2		
13. PLUNGE ROUTER	SETS	2		
C. ELECTRICAL:				
1. LUX METER	SETS	2		
D. TELEPHONE:				
1. TELEPHONE BUTT TESTER	SETS	2		
2. WIRE TRACKER FAULT LOCATOR AND CABLE TESTER	SETS	2		
E. GENERAL USE:				
1. HAMMER DRILL	SETS	3		
2. ROTARY HAMMER	SETS	3		
3. LASER DISTANCE METER	SETS	3		
4. BLOWER VACUUM	SETS	4		

SAMPLE

5. PRESSURE WASHER	SETS	6		
6. VACUUM CLEANER	SETS	3		
7. SELF-ADJUSTING WIRE STRIPPER PLIER	PIECES	5		
8. CLAMP METER, 1,000A	PIECES	2		
9. CLAMP METER, 400A	PIECES	3		
10. ORBITAL SANDER	SETS	2		
11. BOLT CUTTER, 12"	PIECES	2		
12. BOLT CUTTER, 24"	PIECES	2		
13. MEASURING TAPE	PIECES	2		
14. RIDGID STEP LADDER	PIECES	3		
15. FOLDABLE LADDER	PIECES	3		
16. WELDING MACHINE	SETS	2		
F. GROUND MAINTENANCE:				
1. GRASS CUTTER	SETS	2		
2. GRASS SCISSOR	PIECES	5		
3. GARDEN RAKE	PIECES	5		
4. CHAINSAW	SETS	2		
5. WHEEL BARROW	PIECES	12		
Complete delivery shall be made within within Sixty (60) calendar days from receipt of the Notice to Proceed (NTP). Rejected deliveries shall be construed as non-delivery and shall be replaced by the supplier subject to liquidated damages for delayed deliveries				
TOTAL				**PHP**
and 00/100 Pesos Only				

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.

Very truly yours,

CHRISTOPHER LAWRENCE S. ARNUCO, J.D.
Assistant Secretary for Administration Department of Education

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 goods/items/materials/equipment and shall make deliveries in accordance with the delivery time, place of delivery, descriptions and specifications provided by the award or purchase order (PO). Failure by the Supplier to comply with the same shall be a ground for cancellation of the award or PO issued and for issuance of a new PO in favor of the next lowest calculated responsive bid at the Procuring Entity's option.

2. Supplier shall personally claim the issued purchase order(s) within three (3) days after receipt of notice to that effect. A fax transmission or electronic mail sent to the Supplier shall constitute an official notice. Thereafter, if the PO remains unclaimed, the said PO shall be cancelled.

3. Subject to the provisions of the preceding paragraph, where Supplier had claimed the purchase order but failed to deliver the required goods within the delivery time provided in the PO, Supplier shall be charged of liquidated damages (LD). The amount of LD, deductible from payments due to Supplier, shall be one tenth of one percent (0.1%) of the total price of the undelivered goods in the PO for every day of delay. Once the accumulated amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions available to the Procuring Entity under RA 9184 and its IRR, and other laws.

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

5. 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 or items shall be for the account of the Supplier.

6. All Suppliers shall be precluded from delivering substitute goods or items. Rejected deliveries shall be construed as non-delivery of goods or items so ordered and shall be subject to imposition of LD and rescission of the PO as prescribed in paragraph 3 hereof.

7. Supplier shall guarantee its deliveries to be free from defects and shall commit a three (3) months warranty commencing from the time of acceptance. Any defective goods or items that may be discovered by the Procuring Entity within the warranty period shall be replaced by the Supplier within seven (7) calendar days upon receipt of a written notice to that effect. Cost of replacement of defective goods or items shall be solely for the account of the Supplier.

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

10. Advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from the signing of the PO. An Irrevocable Letter of Credit of Bank Guarantee of an equivalent amount, which shall remain valid until the goods are delivered, must be submitted and accompanied by a claim for advance payment.

Proponent 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; and (ii) Inspection and Acceptance Reports (IARs), including certification by Supplier, as duly signed by the authorized DepEd representative, that the goods or items have been delivered in accordance with the Contract.

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

Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to at least 1% of every progress payment, or a special bank guarantee in the amount equal to at least 1% of the Contract Price required in Section 62 of RA 9184 and its IRR.

Final payment shall consist of the retention money to be released at the expiration of the warranty period, or its remaining amount, after it has been utilized pursuant to the warranty provision.

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

Conforme:

_____

Signature over printed name of Supplier

_____

Date