



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OFFICE OF TABUK CITY  
Tabuk City, Kalinga

**BIDS AND AWARDS COMMITTEE**  
Request for Quotation

Date: February 17, 2025

RFQ No.:

25-020

**Deadline: February 21, 2025**

MOP:

Small Value Procurement

**To all Eligible Suppliers/Bidders:**

Please quote your lowest price appraisal inclusive of VAT (if applicable) on all/each items stated herein for the conduct of **various meetings, conferences, orientations, program reviews** as stated in each of the item, subject to the Terms and Conditions of this RFQ. **Submit your quotation signed by your duly authorized representative not later than 09:00 a.m. on the set deadline at the Schools Division of Tabuk City, Purok 2, Bulanao Norte, Tabuk City, Kalinga or send the soft copy of the requirements to tabukcity.bac@deped.gov.ph**

**The opening of quotation shall be on the given deadline at 09:15 at the Schools Division Office, Purok 2, Bulanao Norte, Tabuk City.** For more information, please email tabukcity.bac@deped.gov.ph or call the BAC Secretariat through 09153246152.

  
JAN NOWEL E. PEÑA  
BAC Chairperson

**General Terms and Conditions**

- 1 Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave anything blank, put "N/A" if "Not Available".
- 2 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
- 3 Price quotation/s must be valid for a period of forty-five (45) calendar days from the deadline of submission.
- 4 Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
- 5 In case of two or more bidders are determined to have submitted the Lowest calculated Quotation/Lowest Calculated and Responsive Quotation, SDO Tabuk City shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPBB Circular 06-2005.
- 6 Award of contract shall be per line item and it shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
- 7 The supplier/bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation
- 8 The item/s shall be delivered according to the accepted offer of the bidder. Item/s delivered shall be inspected on the scheduled date and time of the proponent. The delivery of the item/s shall be acknowledged upon he delivery to confirm the compliance with the technical specifications.
- 9 Payment shall be made after delivery and upon submission of the required supporting documents, by the supplier, contractor or consultant. Our Government Servicing Bank (Land Bank of the Philippines), shall credit the amount due to the identified bank account of the supplier, contractor, or consultant not earlier than twenty-four (24) hours but not later than forty-eight hours, upon receipt of our advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.
- 10 Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Head of the Procuring Entity (HOPE) may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the contract, without prejudice to other courses of action and remedies open to it.
- 11 The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.

**Specific Terms and Conditions**

- 1 Supplier's bid must not be greater than its Approved Budget of Contract (ABC).
- 2 Supplier must start/deliver after the Purchase Order was served/received.
- 3 Supplier shall submit this RFQ together with the following: (a) PhilGEPS Registration Certificate, (b) Valid Mayor's Permit, (c) Income Tax Return/Business Tax Return, and (d) Omnibus Sworn Statement

**After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for each item as follows:**

Item No.	Item Description	Unit	Quantity	Unit Price	Total
<b>1</b> <b>GAA</b> <b>2025</b>	<b>Repair of Office s in the SDO Main Building</b>				
	Repair of Office s in the SDO Main Building	unit	1		
	<i>See attached Program of Work(POW) for specific requirements of the project</i>				
	<i>Duration February 25, 2025 to March 14, 2025</i>				
	<b>ABC</b>			<b>100,000.00</b>	

Business/Company Name: \_\_\_\_\_

PhilGEPS Registration Number (Required): \_\_\_\_\_

Printed Name and Signature of Dealer/Authorized Representative: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_