



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 21, 2025

Deadline February 25, 2025

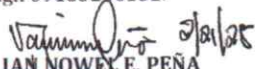
RFQ No.: 25-026

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 implementation of **various education programs, projects and activities in SDO Tabuk City** 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 alculated 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 not 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 aount 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 the Approved Budget of Contract (ABC) per item.
- 2 Supplier must deliver after the Purchase Order was served.
- 3 Supplier must turn-over all warranty cards upon inspection of delivery (as applicable) and shall likewise assist the Procuring Entity for warranty claims for as long that the items are within the warranty period.
- 4 Supplier shall submit the RFQ together with the following: (a) PhilGEPS Registration Certificate, (b) Valid Mayor's Permit.

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 and Minimum Technical Specifications	Offered Technical Specification (Indicate Brand and Model)	Unit	Quantity	Unit Price	Total
1	Supplies and Materials of the Training Team and Participants during the Conduct of the Division Training Write-shop on Enhancing Learning through Cultural Values (IGABAY 3) 1	Offered Technical Specification (Indicate Brand and Model)	Unit	Quantity	Unit Price	Total
	Leather Covered Planner/Organizer Notebook -200 pages or sheets -240 x 175 mm Color blue, gray, brown -With secure magnetic buckle	N/A	pcs	65		
	Sign Pen -ball point=.5 mm -color black ink	N/A	pcs	65		
	Epson Printer Ink #003	N/A	sets	8		
	Thick Plastic, expanding envelope(colored blue, yellow, green, pink or red) with lock and handle	N/A	pieces	65		
	A4 Bond Paper, gsm 70	N/A	reams	25		
	Specialty/Certificate Paper, color cream, gsm 120, A4, packs of Ten(10) pieces	N/A	packs	15		
	ABC			38,075.00		
2	Supplies and Materials of the Training Team and Participants during the Conduct of the Division Training Write-shop on Enhancing Learning through Cultural Values (IGABAY 3) 2	Offered Technical Specification (Indicate Brand and Model)	Unit	Quantity	Unit Price	Total
	Portable Scanner -A4 sheet-fed color scanner -Contact image sensor -Fixed document and moving carriage -RGB led(light source) -With optical resolution of 600 x 600 dpi -Dimensions(W x D x H): 272 x 47 x33.8 mm -Min Document Size: 50.8 x 50.8 mm -Max Document Size: 216 x 1,828.8 mm -Supported Paper Weight: 35 - 270 g/m2 -ADF Capacity: 1 sheet -Daily Scan Volume: Up to 300 sheets/day -Interface: USB 2.0 (Micro-B), Wi-fi -Compact Size and footprint -Powered via USB, AC Adapter or built-in battery -Scan speed up to 4.0 sec per sheet(on battery) -Wi-Fi and Wi-Fi A/A mode connectivity		unit	2		
ABC			18,000.00			

Business/Company Name: _____

PhilGEPS Registration Number (Required): _____

Printed Name and Signature of Dealer/Authorized Representative: _____

Business Address: _____

Contact Number: _____

Email Address: _____