



**Department of Education  
Region XII  
DIVISION OF SOUTH COTABATO  
City of Koronadal**

Tel. Nos. (083) 228-3742, 228-3801, Fax Nos. (083) 228-5919, 228-6458



Date: JUL 15 2019  
RFQ No.: DSC-19-07-099  
Mode of Procurement: Shopping 52.1b

### Request for Quotation (RFQ)

I. Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ. Submission of this duly signed quotation with your eligibility documents is not later than **1:00 p.m. of JUL 22 2019** at Bids and Awards Committee Office (BAC), DepEd South Cotabato Division, Alunan Ave., Koronadal City. Open quotation may be submitted, manually or through facsimile-083 882 3742 or email at bacsec\_depedsocot@yahoo.com. Quotation that exceeds the approved budget for the contract (ABC) (per item/per lot) shall be rejected. Evaluation and award shall be done on a (per item/per lot) basis. For more information please call us at Telephone Nos.: (083) 228-3742, c/o **Mary Jane C. Sunga**, BAC-Secretariat Support Staff. Prospective supplier shall be responsible to verify herein items from DepEd.- So. Cot. Division, Property and Supply Unit c/o **Mr. Ray O. Lloren**, Administrative Officer IV - Supply Officer / BAC - Secretariat at Telephone No. (083) 228-5269.

**LALAIN SJ. MANUNTAG, Ph.D**  
Chief, CID

Bids and Awards Committee - Chairperson

#### II. Particulars

Item/ Lot No.	Item Description / Technical Specification	Approved Budget for the Contract (ABC) in Phn.	Quantity	Unit of Issue	Brand and Model No.	Unit price	TOTAL PRICE in Pesos (Qty x Unit Price)
	Supply and Delivery of: Computer Printer and Refill Inks for various offices in the Division Office, South Cotabato	60,500.00					
1	Computer Printer, L 360 series with complete accessories		4	Units			
2	Refill Inks, Black T664 for L 360		10	pc			
3	Refill Inks (4 colors) for L 360		2	sets			
4	Computer Printer, L 6160 series Wi-fi Duplex All-in-One Ink Tank		2	Units			
5	Refill Inks (4 colors) for L 6160		2	sets			
	X-X-X-X-X-X-X						
<b>TOTAL AMOUNT IN FIGURES:</b>							
<b>TOTAL AMOUNT IN WORDS:</b>							

#### Terms and Conditions:

1. Delivery Period: Seven (7) Calendar days from Supplier's receipt of Purchase Order (PO)
2. Delivery Site: Supply Office, DepEd-Division of South Cotabato, Alunan Ave., Koronadal City
3. Price Validity: 120 days from submission of quotation
4. Warranty: 6 months for supplies & materials; 1 year for equipment, from the date of acceptance by the procuring entity.
5. Payment Term: 15 Days

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Supplier's Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ TIN: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ e-mail: \_\_\_\_\_

Supplier's signature over printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Canvasser: \_\_\_\_\_

**NOTE: Please attach the following eligibility requirements upon submission of quotation.**

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| 1 PhilGeps Registration No.:                                | 5 Certificate of Tax Exemption (for Cooperatives)            |
| 2 Mayor's Permit/Business Permit                            | 6 Certificate of Compliance/Good Standing (for Cooperatives) |
| 3 DTI (if sole proprietorship)                              | 7 Omnibus Sworn Statement (for lowest bidder for NP-SVP)     |
| 4 Income & Business Tax Returns & BIR Cert. of Registration |  |

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