



**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: July 2, 2019
RFQ No.: DSC-19-07-091
Mode of Procurement: NP-SVP

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 July 8, 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 **Ms. Mary Jane C. Sunga**, BAC-Secretariat. 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 at Telephone No. (083) 228-5269.

LALAIN S.J. 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 Php.	Quantity	Unit of Issue	Brand and Model No.	Unit price	TOTAL PRICE in Pesos (Qty x Unit Price)
Supply and Delivery of Supplies and Materials:		7,700.00					
1	Glue		10	bot			
2	Pencil		40	pc			
3	Bond Paper, A4		15	ream			
4	Binding Tape, 2 inches		35	roll			
	X-X-X-X-X-X						
<i>For: Storybook Writing in MTB-MLE, English and Filipino for Kinder to Grade 3</i>							
TOTAL AMOUNT IN FIGURES:							
TOTAL AMOUNT IN WORDS:							

Terms and Conditions:

1. Delivery Period: **Three (3) 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 | 1 2 3 4 5 6 7 |