



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: September 9, 2019

RFQ No.: DSC-19-08-109

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 **10:00 a.m. of SEP 20 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 Chairperson. 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.

L. S. J.
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 Office Supplies	491,251.00					
1	Air Freshener, 280 ml		24	bottle			
2	Alcohol, 500ml, 70 % Isopropyl G+		84	bottle			
3	EPSON Ribbon Cartridge LX 310		2	pc			
4	External Harddrive 1TB		3	unit			
5	Muriatic Acid		25	gal			
6	Pencil, #2, (144 pcs/gr.)		3	gross			
7	Sign Pen, 0.5, Black, 12's/bx		5	box			
8	Sign Pen, 0.5, Blue, 12's/bx		8	box			
9	Tissue Paper (12 rolls per pack)		150	pack			
10	Toilet Bowl Cleaner, 500ml		120	pc			
11	Toilet Deodorant Cake, 100 grams		120	pc			
12	Dishwashing Paste, 350 grams		10	pc			
13	Binder Clip (big), backfold 2 inches (12's)		10	box			
14	Canon Ink cartridge # 810, black		5	pc			
15	Canon Ink Cartridge # 811, colored		5	pc			
16	Data Box Filer, 5" x 9" x 16"		10	pc			
17	Data File Folder, 3 1/2" x 9" x 16", Blue		50	pc			
18	Epson T664 Ink (B, C, Y, M)		5	set			
19	Epson L360 (B, C, Y, M)		5	set			
20	Epson Ink T 664 (Black)		30	pc			
	(page 2 follows)						

21	Packaging Tape 2"x 100 yards		24	roll			
22	Puncher (Heavy Duty)		8	pc			
23	Stamp Pad, 2 x3		10	pc			
24	Stamp Pad Ink , Liter bottle		3	bottle			
25	Folder Organizer, Legal		10	pc			
26	Note Pad, Color Light Blue, 3x4		13	pad			
27	Sign Pen, 0.5, Black (PWD. 3)		9	pc			
28	Sign Pen, 0.5, Blue (PWD.3)		9	pc			
29	Sign Pen, 1.0, Black, 12's/box		1	box			
30	Sign Pen, 1.0, Blue, 12's/box		1	box			
31	Toner Cartridge, Canon # 325		30	pc			
32	White Board Marker(Black, Blue)		24	pc			
33	Brown Envelope, Expanding Legal		1	box			
34	Clip backfold, 1", 12pcs per box		10	box			
35	Clip backfold, 3/4", 12 pcs per box		10	box			
36	Permanent Marker, Broad, Black		36	pc			
37	Permanent Marker, Broad, Blue		12	pc			
38	Note Pad, # 3x4		14	pad			
39	Record Book 500 pages Non blot Official BK		20	book			
40	Record Book 300 pages, Non blot Official BK		20	book			
41	Tape Dispenser		5	pc			
42	USB FLASH Drive, 16 GB		30	pc			
43	Computer Ink Hp # 285 A		20	pc			
44	Copy Paper, A4 size Green, subs 20 70 gsm		50	ream			
45	Copy Paper, Legal Blue, subs 20 70 gsm		20	ream			
46	Copy Paper, Legal Pink, subs 20 70 gsm		20	ream			
47	Copy Paper, Legal Yellow, subs 20 70 gsm		20	ream			
48	Electrical Tape, big		6	roll			
49	Telefax, Auto Cutter/Facsimile & Telephone System		1	unit			
50	Expanded Folder Long, Green		5	box			
51	HP Desk Jet 5810 Ink		2	set			
52	Ink Brother DCP J140W		1	set			
53	Printer Ink Brother, DCP 700 Black		10	pc			
54	Calculator, 12 digits		4	pc			
55	Laundry Soap-bar		12	bar			
56	Sign Pen, Pt. 5, Green(12's/bx)		12	box			
57	Stamping Ink Blue, 120 ml		5	pc			
58	Metal File Fastener, 6 inches		5	box			
59	Metal File Fastener, 8 iches		5	box			
60	INK Toner HP Laser jet P 1102 Printer		1	pc			
61	Garbage bag (black) 100's/pack-thick		10	pack			
62	Disinfectant Spray, 500ml		10	tube			
63	Ink, Liquid, EPSON 003, Black		5	tube			
64	Ink, Liquid, EPSON 003, (B-C-Y-M)		2	set			
	x-x-x-x-x						
TOTAL AMOUNT IN FIGURES:							
TOTAL AMOUNT IN WORDS:							

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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