



Republic of the Philippines  
Department of Education  
DIVISION OF SOUTH COTABATO

Date: January 24, 2020  
RFQ No.: DSC-20-01-054  
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 January 29, 2020** at Bids and Awards Committee Office (BAC), DepEd South Cotabato Division, Alunan Ave., Koronadal City. Open quotation may be submitted, manually or through facsimile-083 228 3742 or email at **bac.southcotabato@deped.gov.ph**. 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) 228-9224, c/o **Ms. Mary Jane C. Sunga**, BAC-Secretary/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.

**LALAINÉ S.J. MANUNTAG, Ph.D**

Chief, CID

Bids and Awards Committee - Chairperson

**Instructions:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
- 3 Technical Specifications with asterisks (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

**Legend:**

\* **Mandatory Requirements. Failure to comply with any of the mandatory requirements will disqualify your quotation.**

**II. Particulars**

Lot No.	Item Description / Technical Specification	Approved Budget for the Contract (ABC) in Php.	Quantity	Unit of Issue	Unit price	Brand / Model	TOTAL PRICE in Pesos (Qty x Unit Price)
1	<b>Supply and delivery of the ff.</b>	<b>57,625.00</b>					
	1. Data Box Filer, 5"x9.5"x16" (Single Standard size), Black		274	pc			
	1. Data Box Filer, 5"x9.5"x16" (Single Standard size), Blue		158	pc			
	1. Data Box Filer, 5"x9.5"x16" (Single Standard size), Red		24	pc			
	1. Data Box Filer, 5"x9.5"x16" (Single Standard size), Green		5	pc			
	XXXXXXXXXXXXXXXXXXXX						
	to be used by the various offices for the ISO purposes						
<b>TOTAL AMOUNT IN FIGURES:</b>							
<b>TOTAL AMOUNT IN WORDS:</b>							

1 2 3 4 5 6 7

**Terms and Conditions:**

1. Delivery Period: **Sixty (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:** IRA HEVIN H. OREGANO

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

- |  |  |
|--|--|
| ____ 1 PhilGeps Registration No.: _____                | ____ 6 Certificate of Tax Exemption (for Cooperatives)             |
| ____ 2 Mayor's Permit/ Business Permit                 | ____ 7 Certificate of Compliance/ Good Standing (for Cooperatives) |
| ____ 3 DTI (if sole proprietorship)                    | ____ 8 Omnibus Sworn Statement (for lowest bidder for NP-SV        |
| Income & Business Tax Returns (for ABCs above 500K)    | with ABCs above 50k and Emergency Cases with ABCs above 500k)      |
| ____ 5 BIR Certificate of Registration (BIR Form 2303) |  |

ITEMS		UNIT	QUANTITY	UNIT PRICE	TOTAL PRICE
1	Supply and delivery of 1000	PC	1		
2	Supply and delivery of 1000	PC	1		
3	Supply and delivery of 1000	PC	1		
4	Supply and delivery of 1000	PC	1		
5	Supply and delivery of 1000	PC	1		
6	Supply and delivery of 1000	PC	1		
7	Supply and delivery of 1000	PC	1		
8	Supply and delivery of 1000	PC	1		
9	Supply and delivery of 1000	PC	1		
10	Supply and delivery of 1000	PC	1		
TOTAL AMOUNT IN WORDS					
TOTAL AMOUNT IN FIGURES					