



Republic of the Philippines
Department of Education
REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date:	May 4, 2020
RFQ No.:	DSC-20-04-094
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 MAY 15 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 9224 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-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.

LALAIN S.J. MANUNTAG, PhD
BAC Chairperson - AMP

Instructions:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. 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 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)
	Supply and Delivery of Office Supplies	722,620.00	1 lot				
1	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)		100	bottle			
2	Ballpen - Blue (Retractable)		150	piece			
3	Bond Paper (Green) 65-80 GSM, A4		50	reams			
4	Bond Paper (Pink) 65-80 GSM, A4		50	reams			
5	Bond Paper colored Legal-Pink 65-80 GSM		30	reams			
6	Bond Paper colored Legal-Yellow 65-80 GSM		50	reams			
7	BROOM, STICK (TING-TING), usable length: 760mm min		7	piece			
8	Carbon Paper-Long-Blue		1	box			
9	Columnar Book, 18 columns		1	piece			
10	Computer Toner (Canon/HP)-Black, 85A		10	cart			
11	Continues Form 9.5X11, 3 PLY		10	box			
	page 2 follows						

Lot No./ Item 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)
12	CORRECTION TAPE, film base type, UL 6m min		45	piece			
13	Cutter, L-500 L Type 3: blades (NT)		1	piece			
14	Data Filer (Type: ledger), long		20	piece			
15	Double sided Tape, 1"		5	roll			
16	Duct Tape 1" Blk		11	roll			
17	Duct Tape 1.9" Blue		5	roll			
18	Duct Tape 2.0" Red		5	roll			
19	ERASER, FELT, for blackboard/whiteboard		10	piece			
20	Expanded Envelope Brown (Long)		200	piece			
21	Expanded Folder (Long)		50	piece			
22	FASTENER, METAL, 70mm between prongs		20	box			
23	Garbage Cellophane (Big) for big trash bins		10	box			
24	Highlighters (1pc. per color) - yellow, green, blue, violet and pink		75	piece			
25	HP 325A/85A		10	cart			
26	HP Laser Jet P1102 (Toner)		5	cart			
27	Ink Epson 664 (Black)		50	bot			
28	Ink Epson 664 (Cyan)		10	bot			
29	Ink Epson 664 (Magenta)		10	bot			
30	Ink Epson 664 (Yellow)		10	bot			
31	Ink Epson L360 (4 colors)		7	set			
32	Ink(Epson)001 -Black		25	bot			
33	Ink(Epson)001 -Cyan		10	bot			
34	Ink(Epson)001 -Magenta		10	bot			
35	Ink(Epson)001 -Yellow		10	bot			
36	Ink(Epson L1300/003		12	set			
37	Ink(HP 285 Cartridge)/CE285AC		12	cart			
38	Ink(HP LaserJet 1102)		10	cart			
39	Ink, Computer ink 6000BK (Brother)- Black		12	box			
40	Ink, Computer ink (Brother)- DCP T700W		1	set			
41	Ink,(Epson)-Black/003		10	bot			
42	Ink,(Epson)-Blue/003		3	bot			
43	Ink,(Epson)-Magenta/003		3	bot			
44	Ink,(Epson)-Yellow/003		3	bot			
45	INSECTICIDE, aerosol type, net content: 600ml min		10	can			
46	Disinfectant Spray, 510g		30	bot			
47	MARKER, PERMANENT, bullet type, black		50	piece			
48	MARKER, PERMANENT, bullet type, blue		50	piece			
49	MARKER, whiteboard, black, felt tip, bullet type		10	piece			
50	MOUSE, optical, USB connection type		10	unit			
51	PAPER CLIP, vinyl/plastic coat, length: 48mm min		30	box			
52	PAPER, Multi-Purpose (COPY) A4, 70 gsm		300	reams			
53	PENCIL #2,12's lead, w/ eraser, wood		20	box			
54	Photo paper (A4 20's/pack)		5	pack			
55	Photo paper (legal)		5	pack			
56	Notepad (Sticky Notes), 1/4 Yellow		17	pad			
	page 3 follows						

_____ 1 PhilGeps Registration No.: _____
 _____ 2 Mayor's Permit/Business Permit _____
 _____ 3 DTI (if sale proprietorship)/ SEC Registration _____
 _____ 4 Income & Business Tax Returns (for ABCs above _____
 _____ 5 BIR Certificate of Registration (BIR Form 2303) _____

_____ 6 Certificate of Tax Exemption (for Cooperatives)
 _____ 7 Certificate of Compliance/Good Standing (for Cooperatives)
 _____ 8 Omnibus Sworn Statement (for lowest bidder for NP-SVP
 with ABCs above 50k and Emergency Cases with ABCs above 500k)
 SDOSC-OSDS-BAC-RFQA-v1.0r0.0, effective 09/24/2019