

Republic of the Philippines

Department of Education **REGION XII**

SCHOOLS DIVISION OF SOUTH COTABATO

Date: RFQ No.: May 4, 2020

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 eligibilty documents is not later than MAY 1 5 2029 _ 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 <u>lot</u>) 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.

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 wil disqualify your entire quotation.

Legend:

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

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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		Bajaila Attanua ali 14. 1664 ali anisa.		Airmand in 1886 digitalis
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						

3 _4___5__6___7__ SDOSC-OSDS-BAC-RFQa-v1.0r0.0, effective 09/24/2019

Lot No./	Item Description / Technical Specification	Approved Budget for the	Quantity	Unit of	Unit	Brand /	TOTAL PRICE in Pesos
Item no.		Contract (ABC) in Php.		Issue	price	Model	(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		1	
16	Duct Tape 1" Blk		11	roll			
17	Duct Tape 1.9" Blue		5	roll		1	
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		1	
22	FASTENER, METAL, 70mm between prongs		20	box			
23	Garbage Cellophane (Big) for big trash bins		10	box			
	Highlighters (1pc. per color) - yellow, green,					 	
24	blue, violet and pink		75	piece			
25	HP 325A/85A		10	eart			
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			
A CONTRACTOR OF THE PROPERTY OF	Ink(Epson)001 -Yellow		10	bot		41 4 5 3 4 4 4 4 4 5 4 4 5 1 (vision)	
	Ink(Epson L1300/003		12	set			
	Ink(HP 285 Cartridge)/CE285AC		12	cart			
	Ink(HP LaserJet 1102)		10	cart			
39	Ink, Computer ink 6000BK (Brother)- Black		12	box			
	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			
	Ink,(Epson)-Yellow/003		3	bot		1	
	INSECTICIDE, aerosol type, net content:						
45	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		1	
49	MARKER, whiteboard, black, felt tip, bullet type		10	piece			M
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		1	
53	PENCIL #2,12's lead, w/ eraser, wood		20	box		1	
54	Photo paper (A4 20's/pack)		5	pack			, , , , , , , , , , , , , , , , , , , ,
55	Photo paper (legal)		5	pack		1	
56	Notepad (Sticky Notes), 1/4 Yellow		17	pad		1	·
	page 3 follows		 	Pau		1	
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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)
57	Record Books (300 pages) preferably: MO		75	book			MT 1 (0.00)
58	RUBBER BAND, 70mm min lay flat length (#18)		25	box			
59	RULER, plastic, 450mm (18"), width: 38mm min		9	piece	· · · · · · · · · · · · · · · · · · ·	1	
60	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		21	box			and an in the second se
61	Signing Pen 0.5 - Blue		9	box			
62	Signing Pen 0.5 - Green		25	box			
63	Signing Pen 0.7-1.0 - Blue		25	box			
64	STAMP PAD, FELT, bed dimension: 60mm x 100mm min		4	piece			
65	STAPLE WIRE, STANDARD, (26/6) #35		60	box		1	
66	STAPLER, STANDARD TYPE, load cap: 200 staples min		15	piece			
67	TAPE DISPENSER, TABLE TOP, for 24mm width tape		1	piece			
68	TAPE, ELECTRICAL, 18mm x 16M min		5	roll			
69	TAPE, TRANSPARENT, width: 24mm (±1mm)		110	roll			
70	Tissue Paper(12 roll per pack)		46	pack			
71	Toilet Bowl Cleaner, 500 ml		19	bottle			
72	Toilet Deodorant Cake, 100grams		27	pcs.			
73	Led Light Fourescent Lamp; 36-40W		15	set			
74	Led Light Bulb; 10-15W		20	pcs.			
75	Ordinary switch 5A		10	pcs.			
76	Toner Cartridge, 325 Original Blk		3	cart			
	x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-						

TOTAL AMOUNT IN FIGURES:

TO	TAL.	AMOUNT	IN	WORDS:
	ICLL	AMOUNT	TTA	MOMPO.

Terms and Conditions:

- 1. Delivery Period: Fifteen (15) 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

Supplier's Business Name:		····
Address:		TIN
Tel. No.:	Fax No.:	E-Mail
Supplier's signature over printed name:		Date

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

Canvasser: <u>IRA KEVIN H. OREGANO</u>

NOTE: Please attach the following eligibility requirements upon submission of quotation	NOTE: Please attach the	following eligibility	requirements upon	submission of	f quotation
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_	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)/SEC Registration	8 Omnibus Sworn Statement (for lowest bidder for NP-SV
	4 Income & Business Tax Returns (for ABCs above	with ABCs above 50k and Emergency Cases with ABCs above 500k

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5 BIR Certificate of Registration (BIR Form 2303)