




Republic of the Philippines
Department of Education
REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date: July 22, 2020
RFQ No.: DSC-20-07-140
Mode of Procurement: Shopping Sec. 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 July 27, 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.


LALAINESJ. MANUNTAG, Ph.D
Chairperson, BAC-AMP

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/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) |
|---|--|--|----------|---------------|------------|--------------|---|
| 1 | Supply and delivery of Printer and Ink Refill | 204,840.00 | | | | | |
| | Computer Printer , Eco-tank 3in1 | | 18 | unit | | | |
| | Printer Ink, (C,M,Y,B) | | 18 | set | | | |
| | Printer Ink, black | | 18 | bottle | | | |
| | X-X-X-X-X-X-X-X | | | | | | |
| | | | | | | | |
| For various offices of SDO South Cotabato | | | | | | | |
| 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: **IRA KEVIN 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-SVP |
| Income & Business Tax Returns (for ABCs | with ABCs above 50k and Emergency Cases with ABCs above 500k) |
| ___ 4 above 500K) | |
| ___ 5 BIR Certificate of Registration (BIR Form 2303) | |

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___