



Republic of the Philippines  
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date: July 23, 2020

RFQ No.: DSC-20-07-142

Mode of Procurement: NP-SVP

**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 31, 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 SJ. 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/ <b>Item</b> 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)
	<b>Supply and Delivery of :</b>						
1	Office Chair, (fabric) high back w/ arm rest	<b>174,000.00</b>	<b>29</b>	<b>unit</b>			
2	Visitor's Chair, (leather/fabric) with arm rest	<b>90,000.00</b>	<b>18</b>	<b>unit</b>			
	X-X-X-X-X-X-X-X						
<b>For upgrading of Accounting and Budget Office Chairs</b>							
<b>TOTAL AMOUNT IN FIGURES:</b>							
<b>TOTAL AMOUNT IN WORDS:</b>							



**Terms and Conditions:**

1. Delivery Period: **Seven (7) Calendar days from Supplier's receipt of Purchase Order (PO)**
2. Delivery Site: **Supply Office, DepEd-Schools 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** \_\_\_\_\_

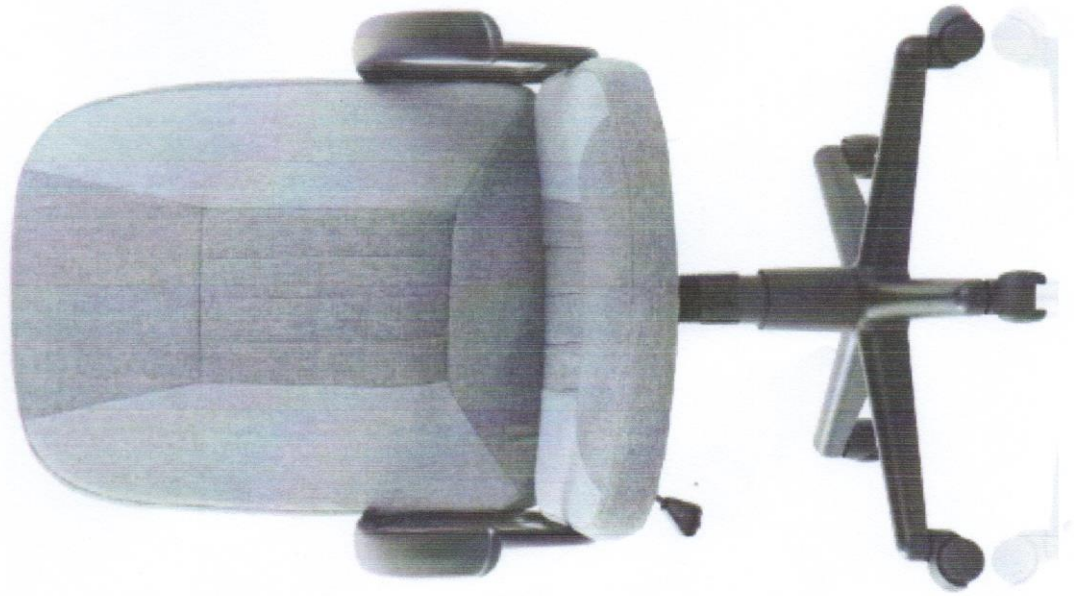
**Canvasser:** IRA KEVIN H. OREGANO

**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 \_\_\_\_

OFFICE CHAIR (Fabric)  
High Back with arm rest



VISITOR'S CHAIR (Leather/fabric)  
Low Back with arm rest

