



Republic of the Philippines
Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Date: October 29, 2024

RFQ No.: DSC-24-11-217

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. Sealed quotations with documentary requirements must be submitted not later than **10:00 a.m** of _____ at Bids and Awards Committee Office (BAC), DepEd-Schools Division of South Cotabato, Alunan Avenue, Koronadal City. 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 **Mr. Leomel B. Ledda**, BAC-Secretariat Head. Prospective supplier shall be responsible to verify herein items from DepEd.- So. Cot. Division, Property and Supply Unit c/o **Mr. Ray O. Lorena**, Administrative Officer IV - Supply Officer at Telephone No. (083) 228-5269.

LEVI B. BUTIHEN
BAC Chairperson

Instructions:

1. Accomplish this RFQ correctly and accurately. Entries must be written legibly.
2. Do not alter the contents of this form in any way.
3. All bids and attached documents shall be in a sealed envelope.
4. Failure to follow these instructions will disqualify your entire 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	Supply and Delivery of Embroidery Materials	143,030.00	1	Lot			
	EMBROIDERY:						
	THREAD						
	Green (MH,#704)		40	cone			
	White (MH)		50	cone			
	Red (MH, #518)		40	cone			
	Yellow		40	cone			
	Blue		40	cone			
	CLOTH (BASKET WEAVE FABRIC)						
	Dark/Navy blue, #14		1	roll			
	Dark/NAVY BLUE, #11		2	roll			
	Black, #14		1	roll			
	Black, #16		2	roll			
	BIAS TAPE-RED		10	box			
	Zipper-Blue, 12 inches		4	doz			
	Zipper-Blue-16 inches		4	doz			
	Zipper-Black-16 inches		4	doz			
	SEWING KIT						

Embroidery Needles		20	set			
Scissors		39	pc			
Pin and Needle Holder		39	pc			
Thimble		40	pc			
Tailor Chalk/Marker		10	box			
BEADSMAKING						
GLASS BEADS						
White		30	kilos			
Black		30	kilos			
Red		30	kilos			
Blue		30	kilos			
Green		10	kilos			
Gold		10	kilos			
Silver/Glassy White		15	kilos			
Threads-White MH		20	cone			
SEWING MACHINE						
Motorized		3	unit			
<i>x-x-x-x-x Nothing follows x-x-x-x-x</i>						
For the conduct of writeshop for IP Senior HS and CHLC on November 9-11, 2021						
TOTAL AMOUNT IN FIGURES:						
TOTAL AMOUNT IN WORDS:						

Terms and Conditions:

1. Delivery Period: **Ten (10) Calendar days from Supplier's receipt of Notice to Proceed**
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**
6. Price is inclusive of all costs and applicable taxes.

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

Supplier's Business Name: _____ **PhilGEPS Reg. no.** _____

Address: _____ **TIN** _____

Tel. No.: _____ **Fax No.:** _____ **E-Mail** _____ **Vat** _____ **Non-Vat** _____

Supplier's signature over printed name: _____ **Date** _____

Canvasser: _____

NOTE: Please attach the following eligibility requirements upon submission of 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 (Corporations) | ___ 8 Omnibus Sworn Statement (for lowest bidder for NP-SVP with ABCs above 50k and Emergency Cases with ABCs above 500k) |
| ___ 4 Income & Business Tax Returns (for ABCs above 500K) | |
| ___ 5 BIR Certificate of Registration (BIR Form 2303) | |

1 ___ 2 ___ 3 ___ 4 ___ 5 ___