



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

BIDS AND AWARDS COMMITTEE
REQUEST FOR QUOTATION

Date: 16 May 2024
PR No : 2024-04-0045

Name of Company : _____
Address : _____
TIN : _____
PhilGEPS Registration No. : _____

The DepEd Division of Batangas, through its Bids and Awards Committee (BAC), intends to procure goods/services through Shopping-Ordinary/Regular Office Supplies and Equipment – under Section 52.1.b of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No: 2024-04-0045- Supply and Delivery of Common-Use Supplies for Division Office Use not available at DBM-PS**, with an Approved Budget for the Contract (ABC) of Three Hundred Sixteen Thousand Four Hundred Thirty-Five Pesos only (**Php 316,435.00**).

Delivery Period: Twenty (20) calendar days

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ via e-mail at bac.sdobatangas@deped.gov.ph or in a sealed envelope, and/or courier duly signed by your authorized representative and submitted to the BAC Office, DepEd Division of Batangas **not later than May 20, 2024 at 10:00 AM.**

A copy of the following documentary requirements must be submitted as part of your quotation: (not applicable for government venues)

1. Valid and Current Mayor's Permit
2. PhilGEPS Registration
3. Valid Tax Clearance
4. Latest Income/Business Tax Return (for ABC of 500k and above)
5. Omnibus Sworn Statement (template attached hereto as Annex "B")

For validation purposes, **kindly attach a screenshot of your PhilGEPS registration account, page, or dashboard.** Lastly, please be informed that submission of a copy of **BIR 2303 (aligned with the requirements to the project being procured) and a notarized Omnibus Sworn Statement** shall be required from the winning bidder before issuance of notice of award.

For any clarification, you may contact us via email at bac.sdobatangas@deped.gov.ph


GREGORIO T. MUECO, CESO VI
BAC Chairperson



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉deped.batangas@deped.gov.ph
🌐www.depedbatangas.com

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications 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.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Annex "A"

Supply and Delivery of Supply and Delivery of Common-Use Supplies for Division Office Use not available at DBM-PS PR No: 2024-04-0045					
Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications					
Unit	Item Description	Quantity	Unit Cost	Brand Offered	Statement of Compliance
OFFICE SUPPLIES					
piece	CLIP BOARD (MINIMUM 8.5 X 4 INCHES)	200			
box	FASTENER PLASTIC	100			
box	BINDER CLIP 50MM, 2"	20			
bottle	GLUE ALL PURPOSE (MINIMUM 250G)	20			
pack	PHOTO PAPER GLOSSY, A4 SIZE	50			
pack	STICKER PAPER GLOSSY, A4 SIZE	50			
roll	DOUBLE SIDED TAPE, 24MM	30			
piece	SIGNPEN 0.5, BLACK	300			
piece	MOUSE PAD	40			
piece	STAMP PAD	10			
piece	TAPE DISPENSER FOR 24MM	5			
piece	PEN, BALLPOINT BLACK	300			
piece	PEN, BALLPOINT RED	24			
bottle	INK, EPSON 664, BLACK	120			
bottle	INK, EPSON 664, MAGENTA	50			
bottle	INK, EPSON 664, YELLOW	50			
bottle	INK, EPSON 664, CYAN	50			
bottle	INK, EPSON, 001, BLACK	2			
bottle	INK, EPSON, 001, CYAN	2			
bottle	INK, EPSON, 001, MAGENTA	2			
bottle	INK, EPSON, 001, YELLOW	2			
bottle	INK, EPSON, 003, BLACK	50			
bottle	INK, EPSON, 003, CYAN	50			
bottle	INK, EPSON, 003, MAGENTA	50			
bottle	INK, EPSON, 003, YELLOW	50			
bottle	INK, BROTHER, BTD60BK, BLACK	30			
bottle	INK CARTRIDGE BROTHER BT5000M, MAGENTA	30			
bottle	INK CARTRIDGE BROTHER BT5000V, CYAN	30			
bottle	INK CARTRIDGE BROTHER BT5000Y, YELLOW	30			
OTHER SUPPLIES					
piece	TOILET DEODORANT CAKE	50			



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

piece	AIR FRESHENER GEL SCENTED (MINIMUM 180G)	10			
sachet	DISHWASHING LIQUID, 40ML	300			
bottle	LIQUID SOSA, 500ML	5			
unit	EXTENSION CORD, 10 METERS	10			
bottle	BLEACH 1000ML	24			
box	TISSUE BOX PULL OUT	50			
piece	SCOURING PAD WITH SPONGE	50			
roll	NYLON ROPE SIZE 5 (MINIMUM 200 METERS)	5			
unit	TORNADO MOP 360 DEGREES	10			
roll	TWINE PLASTIC	20			
piece	SACK (RICE 50KGS.)	500			
	SEMI-EXPENDABLE SUPPLIES				
unit	USB FLASH DRIVE 2GB	10			
unit	USB FLASH DRIVE 16GB	10			
unit	KEYBOARD	10			
unit	NUMERIC KEYPAD	10			

FINANCIAL OFFER

Please quote your **best offer**. Please do not leave any blank items. Indicate “0” if the item being offered is for free.

<p>Supply and Delivery of Supply and Delivery of Common-Use Supplies for Division Office Use not available at DBM-PS PR No: 2024-04-0045</p> <p><i>Approved Budget for the Contract in the amount of</i> Three Hundred Sixteen Thousand Four Hundred Thirty-Five Pesos only (Php 316,435.00).</p>	
<i>Your Total Offered Quotation in Words</i>	<i>In figures</i>

Terms of Payment:

- Payment shall be made through Land Bank’s LDDAP-ADA/Bank Transfer facility.
- Bank Transfer fee shall be charged against the creditor’s account.

Payment Details:

- Banking Institution:
- Account Number:
- Account Name:
- Branch:

TERMS AND CONDITIONS:

1. Suppliers/Service providers shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for **thirty (30) calendar days** from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties, and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation that complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

8. The DepEd SDO Batangas shall have the right to conduct onsite visits to verify their conformity to the technical specifications.
9. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd SDO Batangas shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. The DepEd Batangas reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time before contract award, without incurring any liability to the affected bidder or bidders.

Signature over Printed Name:	
Position/Designation:	
Office Telephone/Mobile No.:	
Email address:	

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which include:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]