

REQUEST FOR QUOTATION

Date : 05 June 2024

PR No.: 2024-06-0061

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 Small Value Procurement under Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 for the project: **PR No. 2024-06-0061 – Supplies for the conduct of EXIT CONFERENCE ON ACADEMIC PERFORMANCE STATUS FOR SY 2023-2024 on June 24-25, 2024 and July 9, 2024** with an Approved Budget for the Contract (ABC) of **TWO THOUSAND EIGHT HUNDRED PESOS (P 2800.00)**.

Delivery Period: 7 days

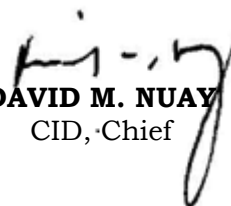
Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided on the last page of this RFQ. Kindly submit this RFQ via e-mail at sdobatangas.cid@deped.gov.ph or in a sealed envelope, and/or courier duly signed by your authorized representative submitted to BAC Office, DepEd Division of Batangas **not later than 13 June 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 **(if applicable)**
4. Latest Income/Business Tax Return **(if applicable)**

Lastly, please be informed that submission of a copy of **BIR 2303 (align with the requirements to the project being procured)** shall be required from the winning bidder prior to issuance of notice of award.

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


DAVID M. NUAY
CID, Chief

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

Annex "A"

PROGRAM TITLE					
<i>Important Note: State "Comply" in the column "Statement of Compliance" against each of the individual parameters of each "Specifications".</i>					
Description/Technical Specifications					Statement of Compliance
Unit	Item Description	Qty	Unit Cost	Total Cost	
sheets	Photo paper, glossy, A4 size, 210GSM	200			
Pcs.	Certificate holder A4 size	50			
	Subtotal				

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.

FINANCIAL OFFER

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

TITLE/PROGRAM	
<i>Approved Budget for the Contract in the amount of</i> (AMOUNT)	
Your Total Offered Quotation in Words	In figures

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 a period of **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 which 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.
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:	