



Republic of the Philippines
Department of Education
Cordillera Administrative Region

REQUEST FOR QUOTATION
(RFQ No. 20-12-128)

PROJECT: SUPPLY AND DELIVERY OF MATERIALS FOR THE CONDUCT OF IN-HOUSE REPRODUCTION OF SELF LEARNING MODULES MASTERCOPIES FOR QUARTERS 2 AND 3

INVITATION

Date: December 16, 2020

Request for Quotation No.: 20-12-128

To Eligible Suppliers:

The DepED-CAR Regional Office through its Bids and Awards Committee (BAC), invites suppliers to quote for the project **SUPPLY AND DELIVERY OF MATERIALS FOR THE CONDUCT OF IN-HOUSE REPRODUCTION OF SELF LEARNING MODULES MASTERCOPIES FOR QUARTERS 2 AND 3**

Quotations should be **inclusive** of tax. The total approved Budget for the project is **Php 997,280.00**

Quotations with supporting documents may be submitted in person, by letter, facsimile or thru email at depedcar.bacsecretariat@gmail.com **not later than 2 pm of December 21, 2020**. For any inquiry, please refer to the members of the BAC Secretariat at DepED-CAR RO, Wangal, La Trinidad, Benguet with telefax numbers (074) 422-1804 / 422-5155. Upon receipt of quotation/s on the submission deadline, the BAC shall open the quotations.

Very truly yours,


FLORANTE E. VERGARA
BAC Chairperson

Bacsec/CDAD/jlc



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15

**I. QUOTATION FORM
(RFQ No. 20-12-128)**

SUPPLY AND DELIVERY OF MATERIALS FOR THE CONDUCT OF IN-HOUSE REPRODUCTION OF SELF LEARNING MODULES MASTERCOPIES FOR QUARTERS 2 AND 3

ABC: Php 997,280.00

Item No.	Description	Unit	Quantity	Unit Price	Total
1	Bond Paper, A4	reams	270		
2	PVC Binding Cover, A4	reams	50		
3	Binding Tape, 1"	rolls	50		
4	Binding Tape, 2"	rolls	100		
5	Staple wire, #35	boxes	20		
6	Duplo MasterRolls, DR22	pcs	200		
7	Duplo Ink, DA14, black, 600ml	pcs	50		
8	Megabox, 120L	pcs	50		
9	Megabox, 50L	pcs	50		
10	Permanent Marker, Broad (Black, Blue)	boxes	7		
11	All-in-one Ink Tank Printer (colored) *Print, Scan, and copy function *Multifunction Ink Tank Printer *Border Printing (4R photos) *Print speeds of up to 33ppm	pcs	4		
12	Paper Ream Cutter, heavy duty	unit	1		
13	Long Arm Stapler, Hassle Free	unit	5		
14	Epson, 664 Cyan (blue)	bots	150		
15	Epson, 664 Magenta (pink)	bots	150		
16	Epson, 664 Yellow	bots	150		
17	Epson, 664 Black	bots	300		
18	Filebox	pcs	100		
19	Glue 150g	pcs	20		
TOTAL					

Respectfully returned to the Chairman of the BAC, DepED-CAR RO, with prices (inclusive of tax) herein quoted. All requirements/terms/conditions specified by that Office in this RFQ (Section I and Section II) are hereby accepted.

Name of Business and Signature of Supplier
Contact No. _____

II. TERMS AND CONDITIONS **(RFQ No. 20-12-128)**

A. Submission of Quotations

The Requests for Quotation documents can be faxed or emailed to you upon request provided you provide your telefax number/email address. These may also be taken at the Administrative Division Office of the DepED-CAR Regional Office.

Quotations and any other requirement stated below, if submitted personally, should be received at the Administrative Division Office at DepED- CAR Regional Office, Wangal, La Trinidad, Benguet. **On or before 2 pm of December 21, 2020** Quotations submitted by the supplier should be ***inclusive of tax.***

B. Requirements

The supplier should:

1. Submit duly accomplished/signed ***Request for Quotation (RFQ) Documents (Section I and Section II)*** together with the copies of the following:

- i. 2020 Mayor's Permit/Business Permit
- ii. PhilGEPS Registration number

On or before 2 pm of December 21, 2020;

2. Submit
 - i. Income/Business Tax Return
 - ii. Omnibus Sworn Statement***prior to Notice of award.***

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C. Award/Contract

1. DepED-CAR RO shall award the Purchase Order to the supplier whose offer is determined to be the lowest complying and responsive quotation.
2. The quotation of the supplier and his acceptance of the Purchase Order shall constitute a binding contract between DepED-CAR RO and the Supplier.
3. Contract duration shall be 30 calendar days from the date of receipt of the Purchase Order.

D. Deliveries and Inspection

1. RA 7394 or the Consumer's Welfare Act shall be applied in cases of defective supplies, for supplies delivered which are not in accordance with the specifications and for other applicable situations.

E. DepED-CAR RO reserves the right to accept or reject any quotation, to annul or cancel the process, and to reject all quotations at any time prior to the award of the Purchase Order, without thereby incurring any liability to the affected Supplier(s). It has no responsibility whatsoever to compensate the supplier for any expense incurred in the preparation of the quotation nor does it have any obligation to inform the affected Supplier(s) of the reasons of its decision.

I hereby concur/certify to comply with the above terms/conditions:

Name of supplier	Signature Over Printed Name of Representative	Date
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