



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region

**REQUEST FOR QUOTATION**  
**(RFQ No. 21-03-034)**

**PROJECT: SUPPLY AND DELIVERY OF PRINTER FOR THE REGIONAL PAYROLL SERVICES UNIT (RPSU)**

**INVITATION**

Date: March 18, 2021

Request for Quotation No.: 21-03-034

**To Eligible Suppliers:**

The DepED – CAR Regional Office through its Bids and Awards Committee (BAC), invites suppliers to quote for the **SUPPLY AND DELIVERY OF PRINTER FOR THE REGIONAL PAYROLL SERVICES UNIT (RPSU)**.

Quotations should be **inclusive** of tax. The total approved Budget for the project is **Php 500,000**.

Quotations with supporting documents may be submitted in person, by letter, facsimile or thru email at [depedcar.bacsecretariat@gmail.com](mailto:depedcar.bacsecretariat@gmail.com) **not later than 2 pm of March 22, 2021**. 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,

**ATTY. SEBASTIAN G. TAYABAN**  
BAC Co-Chairperson

Bacsec/cdad



**I. QUOTATION FORM  
(RFQ No. 21-03-034)**

**SUPPLY AND DELIVERY OF PRINTER FOR THE REGIONAL PAYROLL SERVICES UNIT (RPSU)**

**ABC: Php 500,000**

ITEM	ITEM DESCRIPTION	UNIT	QUANTITY	TOTAL COST
<b>1</b>	<b>Printer for the RPSU</b>			<b>Php</b>
	Line Matrix Printer, Brand New			
	Type: Cabinet Model			
	Printing Speed: at least 1,000 lines per minute			
	Graphic Resolution: 180 x 180			
	Compatible with Windows 7, O.S.			
	Paper Type: continuous, fan folded, edge perforation			
	Paper Width: 3" x 17"			
	Cord from Printer to CPU: <b>Please see attached.</b> Length of cord should be at least 3 meters			
	Ribbon: Standard life (17,000 pages), cartridge type; Extended Life (30,0000 pages), cartridge type			
	Note: 1) Free delivery and installation including training of personnel 2) Service Warranty: at least one (1) year warranty on parts and services			

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. 21-03-034)**

### **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 **Not later than 2 pm of March 22, 2021.** 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. 2021 Mayor's Permit/Business Permit OR the 2020 Mayor's Permit with Official Receipt of renewal application as proof that the supplier has applied and paid for renewal provided the current and valid Mayor's Permit, as renewed, is submitted by the lowest calculated and responsive bidder after award of contract but before payment
  - ii. PhilGEPS Registration number  
**On or before 2 pm of March 22, 2021;**
2. Submit
  - i. Income/Business Tax Return
  - ii. Omnibus Sworn Statement  
***Prior to issuance of Notice of award.***

**(RFQ No. 21-03-034)**

**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.

**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.
2. Inspection of the item will be done upon delivery. Printer must be delivered at the Supply Office of the DepED-CAR Regional office **within 45 calendar days from date of receipt of Purchase Order.**

**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:

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Name of supplier

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Signature Over Printed Name of  
Representative

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Date