



Republic of the Philippines
Department of Education
REGION III-Central Luzon
SCHOOLS DIVISION OF ZAMBALES

Date: April 23, 2025
Quotation No. 2025-04-011

To all Eligible suppliers:

- I. Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ, and submit or send your quotation duly signed by your representative in an envelope not later than **April 30, 2025, at 10:00 AM**. Upon receipt of at least one (1) quotation on or before the submission deadline, the BAC shall open the quotation and proceed with the evaluation. Write the Quotation No. in front of your envelope and submit to Gov. Manuel D. Barretto National High School, Maloma, San Felipe, Zambales. Quotation that exceeds the approved budget for the contract (ABC) shall be rejected. The prospective service provider shall be responsible to verify details of items described below with the BAC at telephone no. 0961-964-5302.

GUILLERMO O. ANDRES
Supply Officer

Item No.	ITEM DESCRIPTION	No. of Items	Statement of Compliance (State "Compliant" or "Not Compliant")	Total Bid Price
1 2 3 4 5 6 7	Procurement of Science Semi-Expendable Office Equipment and Office Supplies 3-in-1 Printer, Epson L3210 External Hard Drive, 1 TB Bond Paper, A4 Epson Ink, Black #003 Epson Ink, Cyan #003 Epson Ink, Magenta #003 Epson Ink, Yellow #003	 1 unit 1 unit 10 reams 3 bottles 3 bottles 3 bottles 3 bottles		
Approved Budget for the Contract (ABC) – PhP 18,816.00 *Inclusive of 12% EVAT Office Address for delivery: Gov. Manuel D. Barretto NHS, Maloma, San Felipe, Zambales				

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

Service Provider Name:		TIN:	
Address:			
Telephone No.:	Fax No.:	e-mail:	
Service Provider's Authorized Representative			
Signature over Printed Name:	Date:		



Address: Maloma, San Felipe, Zambales
Telephone No: 0960-534-3918
Email Address: 301021@deped.gov.ph

II. Terms and Conditions

A. Submission of Requirements

1. Sealed duly signed Request for Quotation with price quoted in Philippine Pesos shall be submitted to the Bids and Awards Committee (BAC) on or before **March 18, 2025, at 10:00 AM at Gov. Manuel D. Barreto NHS, Maloma, San Felipe, Zambales**
2. The Service Provider with the Lowest Calculated Bid (LCB) shall submit the following requirements indicated below within three (3) calendar days from receipt of notice from the BAC, which documents shall be validated during post-qualification to determine if the service provider is technically, legally, and financially capable prior to the award of contract.
 - a. PhilGEPS Registration Certificate
 - b. TIN-BIR Registration and Form 2303
 - c. Mayor's Permit
 - d. Income/ Business Tax Return
 - e. Tax Clearance
 - f. BIR Annex M & OBidder's failure to submit such document (s) within the prescribed period from receipt of notification shall ground for disqualification. A telephone call, fax transmission and email shall constitute an official notification.

B. Price Validity

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

C. Award

The supplier who submitted the lowest calculated responsive quotation and who passed post qualification conducted by the BAC prior to the event shall be awarded the contract. Evaluation and award shall be on per package.

In case of tie of two or more Bidders whose bids are determined and declared as the Lowest Calculated and Responsive Bids (LCRB) having been post-qualified, the method to be used to break the tie is "draw lots" which non-discretionary and non-discriminatory. In case of non-appearance of one party, it waves the right to participate in the drawing of lots but not in the acceptance of award if declared as winner.

D. Delivery

1. Delivery of Goods/Equipment shall be made within seven (7) calendar days from date of receipt of Notice to Proceed
2. Deliverables shall be delivered to the Gov. Manuel D. Barretto NHS, Maloma, San Felipe, Zambales hereto defines as Project Site, costs to the account of supplier. Risk and the title shall pass from the supplier to the purchaser upon receipt and final acceptance of the Goods at Project Site.
3. Upon delivery of the Goods/Equipment to the Project Site, the supplier shall notify the Purchaser and present the following documents.
 - i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price, and total price.
 - ii. Original and 4 copies of Delivery Receipts
 - iii. Approved Purchase Order
 - iv. Warranty Certificate (if applicable)
 - v.

E. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Price Quotation
2. Compliance with Items and Description
3. Completeness of documents submitted during post-qualification



F. Instructions

1. Supplier shall be responsible for the source(s) of its goods/services/equipment, which shall provide in accordance with the schedule, and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the provider
2. Supplier who accepted a contract but failed to deliver the required goods/services/equipment within the time called for in the contract shall be disqualified from participating in DepEd or any DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 9184 and its revised IRR against the supplier.
3. All duties, and other taxes, and revenue charges shall be paid by the supplier.
4. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
- 5.

G. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

H. Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

I. Payment

One hundred Percent (100%) payment will be paid to the Supplier's Account less Government Taxes two (2) weeks after the event.

J. Reservation Clause

Gov. Manuel D. Barretto National High School, Department of Education, reserves the right to reject any and all quotations, not award the purchase order or annul the bidding process without thereby incurring any liability to the affected parties.

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We submit herein price quotations (s) for the item(s) in this RFQ. The quotation(s) shall be binding upon me/us for thirty (30) calendar days reckoned from last day of submission indicated in this RFQ. The corresponding Award or Purchase Order shall be accepted by us at any time before expiration of this period.

NAME OF FIRM: _____

AUTHORIZED REPRESENTATIVE: _____

DATE: _____

