



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

**BIDS and AWARDS COMMITTEE**  
**(Goods & Services)**

**REQUEST FOR QUOTATION**  
RFQ No. G-11-035

The Department of Education Schools Division of Bulacan through the Bids and Awards Committee (BAC) for Goods & Services will undertake procurement activity for the **Purchase of IT Supplies** using Alternative Method of Procurement-Shopping modality of RA 9184 and its IRR. The said activity has an Approved Budget for the Contract (ABC) of Two Hundred Fifty-Eight Thousand Seven Hundred Thirty-Five Pesos and 35/100 only (Php 258,735.48). Project description and specifications is as follows:

ITEM NO.	DESCRIPTION & SPECIFICATIONS	QUANTITY	UNIT COST	TOTAL COST
			(Estimated cost in Philippine Peso)	(Estimated cost in Philippine Peso)
1	Flash Drive 16GB	82 pcs	Php 500.00	Php 41,000.00
2	Headset	76 pcs	1,000.00	76,000.00
3	Printer 3in 1, Print Scan & Copy	12 units	10,000.00	120,000.00
4	Epson Ink 003, Black	78 bottles	278.66	21,735.48
5	Toner HP 85A	5 cartridge	3,420.00	17,100.00
			Total	258,735.48

For this matter, please quote your lowest price on the item description in the attached Request for Quotation Form (RFQ). You may submit the duly accomplished form signed by you or your authorized representative through electronic mail via [depedsdobulacanbac@deped.gov.ph](mailto:depedsdobulacanbac@deped.gov.ph) or at this Office c/o the BAC (Goods & Services) Chairman, DepED Schools Division Office of Bulacan, Capitol Compound, Guinhawa, City of Malolos, Bulacan. Specified hereunder are the General Conditions of the Project.

**Deadline of submission shall be on December 1, 2020. Late submission will not be accepted.** For further query/queries you may contact the BAC Secretariat at tel. no. 044-795-0479.

**GENERAL CONDITIONS:**

1. All entries must be duly signed by the bidder or authorized representative, corrections must be countersigned;
2. Price offer exceeding the ABC of this project shall be automatically disqualified
3. Total bid offers shall be inclusive of all taxes such as but is not limited to VAT, income tax, local tax, and other levies
4. Price validity shall be for a period of (30) calendar days from the date of opening



5. The price offered shall not be subject to any increase for whatever reason including in cases of devaluation/inflation during the entire duration of the contract.
6. The supplier with the lowest quotation shall submit the following documents to wit:
  - a. SEC/DTI Registration;
  - b. Business/Mayor's Permit;
  - c. BIR Registration Certificate;
  - d. Tax Clearance; and
  - e. PhilGEPS Registration Certificate
7. Payment shall be processed after delivery and upon submission of the required documents, in accordance with existing accounting rules and regulations.

(Original Signed)

**CECILIA E. VALDERAMA, Ph.D.**

Assistant Schools Division Superintendent

BAC CHAIR



## REQUEST FOR QUOTATION FORM

RFQ No. G-11-035

Date: November 27, 2020

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Please quote your lowest price on the items/listed below subject to the General Conditions of this RFQ and submit sealed quotation before November 30, 2020. All technical qualifications are mandatory. Failure to comply to any of these requirements shall be a ground for the disqualification of your quotation.

### BAC Goods & Services

ITEM NO.	DESCRIPTION & SPECIFICATIONS	QUANTITY	BIDDER'S SPECIFICATION	UNIT COST	TOTAL COST
1	Flash Drive 16GB	82 pcs			
2	Headset	76 pcs			
3	Printer 3in 1, Print Scan & Copy	12 units			
4	Epson Ink 003, Black	78 bottles			
5	Toner HP 85A	5 cartridge			
Total Price Quotation					

This is to submit our price quotation as indicated above after having read and accepted the General Conditions of this RFQ.

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date