

Website



Republic of the Philippines  
Department of Education  
REGION V - BICOL  
SCHOOLS DIVISION OFFICE OF CATANDUANES

BIDS AND AWARDS COMMITTEE

Request for Quotation for Goods and Services

Purchase Request No. : 2025-043

Date: March 14, 2025

To: All Eligible Suppliers

Please quote your lowest price on the items below, subject to the general conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

**DELFIN A. BONDAD**  
BAC Chairman

Signature over Printed Name  
Canvasser \_\_\_\_\_

TERMS & CONDITIONS

A. Submission of Requirements

1. All entries in the RFQ form must be accurate and legibly written. The RFQ and other requirements stated herein shall be submitted in a sealed envelope to the Bids & Awards Committee (BAC) at ASDS Office, DepEd SDO Catanduanes, San Roque, Virac, Catanduanes.
2. Document requirements: *(Suppliers who had contract/s with SDO Catanduanes previously and whose documents are still valid may no longer submit these)*
  - a. Philgeps Registration
  - b. DTI/SEC Registration
  - c. Mayor's Permit/Business Permit
  - d. Tax Clearance Certificate
  - e. PCAB License *(for Infrastructure Projects)*

B. Evaluation of Quotations

1. Quotation shall be compared and evaluated based on the following criteria:
  - a. Completeness of Submission
  - b. Compliance with Technical Specifications
  - c. Price (to be denominated in Philippine peso shall include all taxes, duties and/or levies payable).
2. Quotations exceeding the Approved Budget for the Contract shall be rejected.
3. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.

C. Award

1. The Supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.
2. Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier.
3. Once Purchase Order is awarded, the photocopy of bank account number of the Supplier's Company must be submitted *(preferably Land Bank, if available)*

D. Delivery

1. Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
2. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
3. Deliverables shall be delivered to the SDO Catanduanes or wherever the Project Site is defined, cost to the account of supplier Risk and title pass from the supplier to the purchaser upon inspection, receipt and final acceptance of the goods at Project Site.
4. Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
  - a. Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, unit price and total price.
  - b. Original and 4 copies of Delivery receipts
  - c. Original Statement of Accounts
  - d. Approved Purchase Order
  - e. Warranty Certificate



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**E. Instructions**

- Supplier shall be responsible for the source(s) of its Goods/Equipment and shall make the deliveries in accordance with the schedule and specifications of the award or purchase order. Failure of the supplier to comply with this provision shall be a ground for cancellation of the award or purchase order issued to the supplier.
- Supplier shall pick-up the Purchase Order issued in its favor within three (3) calendar days from the date of receipt of notice. A telephone call, text message, email or use of messaging app shall constitute an official notice to the Supplier. Thereafter, if the Purchase Order remains unclaimed, the purchase shall be cancelled.
- Supplier who accepted a Purchase Order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd's future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under RA 9184 and it's IRR against the supplier.
- Rejected deliveries shall be construed as non-delivery and shall be replaced by the Supplier subject to liquidated damages for delayed deliveries.
- All duties, excise taxes and revenue charges shall be paid by the Supplier.
- 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.
- All pages of the Request for Quotation shall be initialed by the bidder/supplier to ensure that terms and conditions were read and to protect the BAC from any insinuation of tampering with the said documents.

**F. Inspection**

To confirm their conformity to the technical specifications all deliveries by supplier shall be subject to inspection and acceptance by the DepEd Inspectorate team and the end-user. And, all costs of the necessary laboratory tests undertaken by DepEd on the goods shall be to the account of suppliers.

**G. Liquidated Damages**

A penalty of one-tenth of the percent (0.001) of the total value of the undelivered goods shall be charged as liquidated damages for every day delay of the delivery of the purchased goods. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract, without prejudice to other courses of action and remedies open to it.

**H. Warranty**

Warranty shall be for the period of six (6) months for supplies and materials and one year in case of equipment, reckoned from date of acceptance of the goods at project site.

**I. Payment**

One hundred percent (100%) of the contract price shall be paid to the Supplier after acceptance of the goods at project site and submission of the required supporting documents provided under letter *D. Delivery*.

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The Bids and Awards Committee:

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We quote you on the item/s at price noted in this RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from the last day of submission indicated in the Submission Requirement. The corresponding Award or Purchase Order shall be accepted by us within 3 days from notification by DepEd SDO Catanduanes BAC.

Approved Budget of the Contract for this project: **PhP 105,000.00**

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	<i>Procurement of Senior High School Technical Vocational Livelihood (TVL) Track Learning Tools and Equipment (LTE)</i>						
1	Bed Set, Queen Size (60 x 75 inch) rectangular 1) Frame Knock-down type, all steel, powder coated including Head board. Bare weight: 20 kg (minimum) No wobble and noise 2) Comes with fabric covered foam 6 inches thick Foam Density 29 -33 kg/cu.m 3) No sharp edges	3	pc	10,000.00			
2	Bed, Single Size (W36 x L75 inch) rectangular 1) Frame Knock-down type, all steel, powder coated including Head board. Bare weight: 13 kg (minimum) No wobble and noise 2) Comes with fabric covered foam 6 inches thick Foam Density 29 -33 kg/cu.m 3) No sharp edges	3	pc	6,000.00			
3	TYPE FOLDABLE TYPE IRONING BOARD BODY SHAPE STANDARD MATERIAL: 25 mm tubing approx , 0.8 mm thickness BOARD SIZE: 32 INCHES (minimum ) BODY SIZE: 120 cm x 30 cm x 5 cm COLOR ANY COMES WITH BOX NO SHARP EDGES	2	pc	1,500.00			



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ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
4	<p>Carpet sweeper, cordless electric            Motorized single brush roll (removable)            Body Material : Hard plastic (ABS) or its equivalent, any color            Equipped with Rechargeable Battery (16 minutes run time on carpet), removable dirt box            Sweep Width : 8 inches (minimum)            Capacity (volume) : 0.35 Lit (minimum)            Handle: Metal, Powder- Coated, With plastic/rubber grip, Swivel Steering            Assembled Height: 44 inches (minimum)            Comes with Battery Charger 220/240VAC, 50/60Hz with plug to adapt Type A outlet (or providing 3A minimum plug adapter is an option)            No sharp edges            Includes User's Manual which contains operation procedure, name of parts, safety precautions, trouble shooting</p>	2	pc	2,000.00			
5	<p>Housekeeping Cart trolley            Equipped with Three-shelves with steel/laminated panels single door, top layer with divider, bag holder, and 4 wheels            Cart Frame: steel, powder coated            Wheels: 2non-swivel 2 swivel, 6 inch diameter, non-markings            Overall Dimensions : rectangular 90 x 48 x 1010 cm (minimum)            Comes with accessory linen bag            Smooth surface, No sharp edges</p>	2	pc	4,000.00			
6	<p>Coffee Maker, electric            Material: metal, plastic, glass            Capacity: 6 cups (minimum)            Detachable Tank, with Water Level Indicator            Non-Stick Warming Plate : Removable and Washable Filter            Non-Drip Valve : Lighted ON/OFF Switch            Power Supply: 220 V -240 V AC 50/60 Hz , 500W minimum            Comes with a heat resistant glass pitcher            With a 1 meter (minimum) power cord, molded male plug to adapt Type A outlet (or providing 5A minimum plug adapter is an option)            Smooth surface, no sharp edges            With DTI-BPS certification, Brand and electrical ratings clearly and permanently mark on the item. Comes with English manual that contains: users guide, list of parts, maintenance guide, safety guide            1 year warranty parts and service            With Service centers located in major cities in the Philippines</p>	2	pc	2,000.00			
7	<p>Electric hairdryer, with concentrator nozzle            Two heat setting and 1 speed (minimum)            Rating : 220/240 VAC, 1200 W (minimum)            Body Length including nozzle : 20 cm            Folding handle design, with hanging ring            Smooth surface, no sharp edges            Branded, Brand name and electric rating permanently mark on the item, with DTI-BPS certification            With user's manual written in English that contains operating procedure, parts with description, safety procedure, and maintenance            With Service centers located in major cities in the Philippines.            1 year warranty(parts &amp; service)</p>	2	pc	3,500.00			
8	<p>Electric kettle cordless (with pouring spout), hinged lid, detachable from and can rotate on its corded base            Material: Round Stainless body, plastic handle, lid and</p>	2	pc	2,500.00			

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	base Capacity : 1.5 to 2 liter Automatic Shut - Off, with power indicator light Power rating: 220/240VAC, 50/60Hz, 1000 -1600 Watts Base with a 50 cm (minimum) power cord, molded male plug to adapt Type A outlet (or providing 10A plug adapter is an option) Smooth surface, no sharp edges; DTI-BPS certified Comes with English manual that contains operation procedure, maintenance and safety guide. The item must be branded, Brand name and electrical ratings permanently mark on the item.						
9	3 - bag Laundry Sorter, with wheels Bag: Polyester, Rectangular shape, detachable from frame with metal handle and hanging hook Bag Dimensions : Rectangular 22 x 15 x 8 inch (minimum) Frame Material : Corrosion resistant Steel, sturdy no wobble Frame Overall Dimensions : Rectangular, 31 x 30 x15 inch (minimum) With four casters, 2 inch diameter (minimum) Smooth surface, no sharp edges	5	pc	400.00			
10	Mop, handle and mop head set, refillable head Handle: Aluminum or anti-rust coated steel, with hard/stiff plastic mop head holder, clip type with tightening knob Overall Handle Dimension: 130 x 19 cm (minimum) Mop head: Cotton thread yarn, sewn tailband, L 34 x 16 x 4 cm (minimum), White Handle: Plated Steel Tube or Wood, Length : 40 (minimum), No sharp edges	3	pc	2,000.00			
11	Electric floor polisher with accessories Material: Stainless steel, Aluminum Alloy Handle: Stainless tube, adjustable height 1 meter long (approximate), With Dual Switch Lever Size/Capacity : 13 inch (minimum) diameter Power Supply: 220/240 VAC, 50/60 Hz Power: 1/3 Hp (minimum) Rotation Speed : 160 rpm (minimum) Heavy duty (Royal) Power Cord Length : 12 meters (minimum) with Type A plug (or providing 10A plug adapter is an option) With pair of Rubber Wheels, Smooth surface, no sharp edges Comes with pad holder, 2 pcs - polishing brush and 3 pcs - floor polishing pads Includes User's Manual in English which contains a. A Diagram of the Parts with their Names, b. Operating Procedures on how to use the Equipment, c. Safety Precautions when using the Equipment, d. Basic Troubleshooting and Maintenance Procedures Branded, Brand name and electric rating permanently mark on the item, With 1 year Warranty Parts and Service The offered brand of the item must be an international brand with at least 5 years presence at the local market and global presence in the USA, Europe or in Japan market.	2	pc	5,000.00			
12	Electric vacuum cleaner, wet and dry function, sucks even screws, with 4 swivel caster wheels Material : Hard Plastic, (ABS) or rust proof body equivalent Power Supply 220/240VAC, 50/60Hz, 1000 Watts (minimum) Auto shut off Tank Capacity 20 Liters (minimum) Equipped with complete accessories i.e., detachable	2	pc	4,000.00			



ITEM NO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRICE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	Vacuum Hose assembly (flexible non-kink), extension tubes/wands, carpet (long square) brush nozzle, wet and dry floor brush nozzle, crevice nozzle, hepa filter, sponge filter/washable cloth bag Comes with 4 meters (minimum) heavy duty (royal) power cord, molded male plug to adapt Type A outlet (or providing 10A plug adapter is an option) Smooth surface, no sharp edges With user's manual written in English that contains operating procedure, parts with description, safety procedure, and maintenance. The item must be branded, Brand name and electric rating permanently mark on the item. 1 year warranty parts and service With Service centers located in major cities in the Philippines The offered brand of the item must be an international brand with at least 5 years presence at the local market and global presence in the USA, Europe or in Japan market						
						<b>TOTAL</b>	

Note: Any interlineations, alteration/ erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s

**Supplier's Company Name:** \_\_\_\_\_  
**Philgeps Registration Number:** \_\_\_\_\_ **TIN** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone/Cellphone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**Supplier or Authorized Representative:** \_\_\_\_\_  
**Signature over Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: A Special Power of Attorney is required for the Authorized Representative  
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