

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

Date: March 24, 2025

Purchase Request No.

2025-067

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 2 2 1 in the return envelope attached berewith

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
 - Mayor's Permit/Business Permit
 - d. Tax Clearance Certificate
 - PCAB License (for Infrastructure Projects)

B. Evaluation of Quotations

- Quotation shall be compared and evaluated based on the following criteria:
 - Completeness of Submission
 - Compliance with Technical Specifications b.
 - c. Price to be denominated in Philippine peso shall include all taxes, duties and/or levies payable). Quotations exceeding the Approved Budget for the Contract shall be rejected.
- 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 Furchase Order after evaluation by
- 2. Prior to award, an Omnibus Sworn Statement must be submitted by the Supplier
- 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

- Delivery of goods shall be made within 7 calendar days from the date of the receipt of the Purchase Order.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- 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
- Upon the delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents:
 - Original and 4 copies of the Supplier's Invoice showing the goods description, quantity, tunt price and total price. Original and 4 copies of Delivery receipts b
 - Original Statement of Accounts
 - Approved Purchase Order
 - 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 grand for cancellation of the award or purchase order issued to the supplier.
- 2 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.
- 3. 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.
- 5. 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.
- 7 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 instruction 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.

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 105,062.00

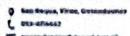
ITEM RO.	ITEM DESCRIPTION	QTY	UNIT	ESTIMATED UNIT PRACE	State COMPLY or NOT COMPLY	UNIT PRICE	TOTAL PRICE
	PROCUREMENT OF SCIENCE AND MATHEMATICS EQUIPMENT (SME) PACKAGES TO PUBLIC ELEMENTARY, JUNIOR AND SENIOR HIGH SCHOOL FOR FISCAL YEAR 2024 (SAVINGS)						
1	Beaker, borosilicate, 100 mi	150	рс	94.00			
2	Beaker, borosilicate, 500 ml	100	рс	232.00			
3	Protractor, student type	500	pc	14.00			
4	Ruler, Plastic, 12 inches/30cm	500	рс	15.00			
5	Beaker, borosilicate, 1000ml	40	рс	422.00			
6	Cark barer	10	рс	495.00	1.5		
7	Rubber Stopper #6 for Erlenmeyer Flask (narrow-mouth) 250ml, 1 hole	25	рс	108.00			
8	Triangular File, fine, 6" long, with plastic handle	25	pc	144.00			
9	Universal ph Paper, pH 0-15 100 strips/pack	25	pack	220.00			
10	Universal pH Meter, hand-held	25	pc	700.00			
11	Glass Cover Slips, 100's/box	26	box	82.00			
	Please see attached detailed specifications of all the items. Strict adherence to the specifications is required.						
						TOTAL	

Note: Any interlineations, ulteration/ exacures or overw withorized representative/s	orings shall be valid only if they are signed or initialed by you or any of your duly
Supplier's Company Name:	
Philgeps Registration Number:	TIN
Address	
Telephone/Celiphone Number:	Email:
Supplier or Authorized Representative:	









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TECHNICAL SPECIFICATIONS FOR SME PACKAGES FY 2024

General Specification

- 1. Must be branded
- 2. Must be free from toxic materials
- 3. Must be properly packed
- 4. Must be accompanied by User's Manual written in English with correct grammar, spelling, and punctuation marks.
- 5. "Imported products should pass international quality control product standards and have international quality control product markings such as ASQC, ASQ, DGQ, EOQC, IQA, CE, ISO, ASTM, and the likes, while locally made products (Philippine-made) should pass the local quality control product standards and bear the PS mark.

Detaile	d Specifications	
Item		DESCRIPTION
1	Beaker, borosilicate, 100 ml	Functional Specification: Used to contain /hold/prepare solids and liquids during chemical reaction and to heat them over Bunsen burner's flame up to more than 150 °C for normal, standard use service
		Performance Specification: Must be able to contain/hold/prepare solids and liquids during chemical reaction up to 100 ml capacity and heats them over a Bunsen burner's flame up to more than 150°C for normal, standard use service
		 Design Specifications:
2	Beaker, borosilicate, 500 ml	Functional Specifications: a) Used to contain /hold/prepare solids and liquids during chemical reaction and to heat them over Bunsen burner's flame up to more than 150 °C for normal, standard use service b) to serve as water bath when heating flammable chemicals instead of an open flame to prevent ignition.









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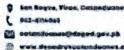


ltem	DESCRIPTION		
		Performance Specifications: a) Must be able to contain/hold/prepare solids and liquids during chemical reaction up to 100 ml capacity and heats them over a Bunsen burner's flame up to more than 150° C for normal, standard use service and to serve as water bath b) to serve as water bath when heating flammable chemicals instead of an open flame to prevent ignition.	
		 Design Specifications: 	
3	Protractor, student type	Functional specifications: Used to measure angles and degrees. Performance Specifications: Must be able to draw/	
		construct and measure angles and arcs up to 180° Design Specifications: 1. Protractor, student type, plastic, transparent, semicircular, 180°, 2. é150mm (or 75mm radius), 1mm thick (minimum); 3. Angular graduations are in degrees, from 0° to 180° With two sets of numerals, one reading clockwise, and other reading counterclockwise. 4. Linear graduations are in millimeters, from 0-100 mm. 5. With a hole at vertex point enough for fine string to pass through it. 6. Plastic Surface Finish: Smooth, clear, free from scratches. 7. It must be horizontally level when laid flat on a table- no warping; 8. Comes with a plastic case	
	되시계(4세))를 다꾸는 이 모든 어떻게 되었다.		









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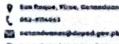


Item		DESCRIPTION
4	Ruler, Plastic, 12 inches/ 30cm	Functional Specifications: Used to measure the length and draw straight lines.
		Performance Specifications: Must be able to measure length of objects in flat surfaces up to 30cm in Metric and
		12" in English standards of measurement.
		Design Specifications:
		1. Ruler, plastic, transparent, smooth surface, and i
		mm thick (minimum). 2. Approximate Width x Length: 28mm-314mm
		Graduations: Metric graduations on one side while
		English graduations on the other side: * Metric graduations are in centimeters, from 0 to 30 cm
		with every cm subdivided by 10. * English
		graduations are in inches, from 0 inches to 12
		inches, with every inch subdivided by 16. 4. Clear readable black, non-groove permanent prints
		(will not fade and cannot be scratched off).
		Bendable up to U-shape when held at both ends; and
		6. The item shall be free from toxic materials
5	Beaker, borosilicate, 1000 ml	Functional Specifications: Used to serve container for mixing and heating liquids.
		Performance Specifications: Must be able to serve as
		container for mixing and for heating solids.
		Design Specifications: 1. Griffin type, borosilicate, transparent, bubble-free
		glass
		Shape: a cylindrical container with flat bottom Thickness range: 1.5mm to 2 mm
		 Permanent white graduations, with white ename
		marking spot 5. Features an easy-pour spout
		Capacity: 1000 ml; ± 10 % enameled onto the glass
		 Single graduated metric scale Graduation starts at 200 ml in 100 ml increments
		9. Height range: 140mm to 160 mm
		10. Outside diameter: 100 mm to 110 mm 11. There must be no cracks and sharp parts
		12. Safely packed in a compartmentalized box.
6	Cork borer	Functional Specifications: Used to bore or cut a round hole of six different diameters ins a cork/rubber stopper
		with a steel ramrod/eject rod pushing the removed cork ou
		of the door.
		Performance Specifications: Must be able to bore or to cu
		a round hole of six different diameters in a cork or rubber stopper and remove cork out of the borer by pushing it with a steel ramrod/eject rod.
		Design Specifications:
		 Shape of cork borer: long, hallow round rod/tube with sharpened ends
		Materials of tube/rod: Nickel-plated steel borer
		3. A set of six (6) different sizes: (4 mm, 4.5mm, 6mm, 8mm, 9.5 mm, 11 mm)
		4. Comes with a handle which are individually and
		permanently numbered 91-6) for easy identification handle. a) Shape of handle: T-shaped b) Material of
	[H. 1845] [H. 1841] 11 12 12 14 14 15 15 16 16 16 16 16 16 16 16 16 16 16 16 16	handle: hard plastic c) Finish: Smooth d) Color of









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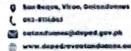


Item	DESCRIPTION		
		 Includes a ramrod/eject rod pushing the removed cork out of the borer Material of ramrod/eject rod: Steel Packaging: Resealable plastic pouch Comes with a brand 	
7	Rubber Stopper #6 for Erlenmeyer Flask 9narrow-mouth) 250 ml, 1 hole	Functional Specifications: Used to seal the openings of narrow mouth 250 ml Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with one (1) hole opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.	
		Performance Specifications: Must be able to seal the opening of narrow-mouth 250 ml Erlenmeyer flasks and other laboratory glassware that require a tighter seal or a greater degree of chemical resistance with one (1) hole opening for insertion of a thermometer, glass tubing or stirrer for use during chemical reaction to prevent leaks, hazards and contamination.	
		Design Specifications:	
		 Shape: Cylindrical with a tapered bottom end Material: Premium grade SBR black rubber compound with the following dimensions: a) Height: 25mm b) Top: 6: 32 mm c) Bottom: 6: 26mm d) Hole 6: 5mm Number of holes: with one (1) hole Dimension tolerance on height, top and bottom diameter: ± 0.5 mm Hardness: 40 ± 5 Duro Packed in resealable plastic bag 	
8	Triangular File, fine, 6" long, with	7. Comes with a brand Functional Specifications: Used to cut glass tubing	
	plastic handle	Performance Specifications: Must be able to cut glass tubing	
		Design Specifications: 1. Type of file: Triangular 2. Shape: Triangular 3. Material: High carbon steel 4. Kind of file: Fine, smooth 5. Length of file: 6" (1501152.4mm) long 6. Material of handle: Plastic Comes with a brand	
9	Universal pH Paper, pH 0-14, 100 strips/pack	Functional Specifications: Used as an indicator to determine/measure the pH of substances, whether it is an acid, neutral or a base.	
		Performance Specifications: Must be used as an indicator to effect a color change when it is dipped into the different substances to determine/measure the pH of each, through comparison with the pH color chart provided, which corresponds to: a) For an acid: pH 0-6 pH b) For a base: pH8-14 pH c) For distilled water: pH 7 Design Specifications: 1. Type: Test strips 2. Shape: Rectangle 3. Material: Cellulose/paper based	
		4. Dimension of PH strip: a) Length: 69mm x 6mm	









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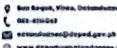


ltem		DESCRIPTION
		5. Number of colors indicator test strip: in four color
		to test pH values
	1	Number of test strips: 100 pc strips
		7. Packaging: Clear, transparent box
		8. Shape of box: square
		With complete color chart for comparison with th
		color change to get the pH reading of the sample
	Age to the second second	being tested
		10. No sharp edges on the box
		11. Measures pH 0-14 pH
		12. Comes with a brand
10	pH Meter, hand-held	Functional Specifications: To measure the pH of substance or solution indicating its acidity, being neutral
		or its basicity/alkalinity in 0.1 pH readability.
		Performance Specifications: Must be able to measure th
		pH pf each substance, solution in 0.1 readability,"
		a) For acid: 0-6 pH
		b) For basic/alkaline: ph 8.0 to ph 14.0 c) For neutral (distilled water): pH 7
		Design Specifications:
		Type: Portable handheld digital pen type
		2. Material: Plastic with the following dimensions: a
	V.2	length: 6.2 in (155.45mm) (min) b) Width: 1.5 i
		(38.1 mm) (min) c) Height: 1.3 inc (33.02mm0 (mir
		3. With retractable electrode
		4. Comes with one (1) pc protective cap
		Electrodes extend up to 3.15" (80.01mm) (min)
		6. Waterproof
		7. pH range: 0-14 pH
		8. Accuracy: ± 0.2 pH
		Features a bold LCD display of pH
		10. With automatic temperature compensation
		 Supplied with accessories: a) One (10 bottle pH 7.
		buffer solution Capacity of pH 7.0 buffer solution
		50ml b) With one (1) pc calibration screwdriver
		One (1) pc 9 V battery d) packed in hard plastic carr
		case
		12. Manufacturer should be accredited by NIS
		standards or its equivalent to the country of origin
		to certify that their items are calibrated.
		13. With User's manual in English
		14. With Student Worksheets/ Teacher's manual in English
		15. For numbers 13-14, the following technic
		specifications from a-e must be followed:
		a) For contents list of materials, In table form
		b) For User's Manual in English
		Instruction
		i) With sentences grammatically corre
		and
	[1] 교회하다 (Palife Hall) (1986년 - 1987년	ii) With correct spelling and terminologies
		punctuations and others
		c) In original print, not photocopied
		d) In colored pictures, drawings/illustrations
		e) In ten (10) mil laminated keycard that sha
	[설문사] 문항에 취임하는 생활 보호되었다.	contain actual colored picture of the mod
		including the name: labeled with the require
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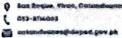


Item	DESCRIPTION			
		v) Margins on all sides with 2-point width border line vi) Line with arrowhead of 1.25 point with width shall point to the specific part being labeled 16. Must be free from sharp edges 17. Must have a brand		
11	Glass Cover Slips, 100's /box	Functional Specifications: Used to secure the wet mount sample specimen Performance Specifications: Must be able to secure the wet mounted specimen		
		 Design Specifications: Pre-cleaned cover glasses and not sticking from each other Material: Transparent glass Quantity: 100's/ small plastic box Dimension: 22mm x 22mm square Thickness: 0.13mm-0.17mm There shall be no chipped edges Safely packed in a plastic box 		









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