



Republic of the Philippines
Department of Education
Region V (Bicol)
SCHOOLS DIVISION OF CATANDUANES
BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Quotation No./PR No. 40
Date: March 30, 2023

1. The Schools Division Office of Catanduanes invites all interested providers for the procurement of services of a licensed geodetic Engineer/Surveyor to submit quotation for the relocation survey of the following:

RELOCATION SURVEY OF 2 SCHOOL SITES

Lot	Property Location	Budget
1	Tubli National High School	Php50,400.00
	San Andres Central Elem. School	

2. **Approved Budget for the Contract is Fifty Thousand Four Hundred Pesos (Php50,400.00)**, inclusive of Value Added Tax (5%).
3. All interested providers may submit proposal to the Bids and Awards Committee (BAC) Secretariat at DepEd, Schools Division Office on or before **April 3, 2023** together with the following documentary requirements:
 - a. Mayor's/Business Permit;
 - b. PhilGEPS Registration; and
 - c. Omnibus Sworn Statement (BAC Form G-1)

TERMS OF REFERENCE:

- 3 original copies of Relocation Survey Plan duly verified/approved by the Chief, Regional Survey Division
 - Copies of the Report, survey returns and other related documents mandated/required by law on the application for verification/approval by the Chief, Regional Survey Division
 - 2 original copies of Relocation Survey Plan with As-Built of Structures and improvement with the school sites
 - Electronic copy of Relation Survey Plan (PDF and autoCAD/or similar file)
4. For further inquiries, please contact Ma. Luisa T. De la Rosa, BAC Chairman.
 5. The Schools Division Office of Catanduanes reserves the right to reject any and all bids/quotation or waive any required formality or to accept such offers as may be considered most advantageous to the government.

MA. LUISA T. DELA ROSA
BAC Chairman

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

Supplier's Company Name: _____ TIN No. _____
Address: _____
Telephone No.: _____ Fax No. _____ E-mail: _____
Supplier's Authorized Representative
Signature over Printed Name: _____ Date: _____

II. Terms and Conditions:

A. Submission of Requirement

1. Sealed quotation and other requirement stated below shall be submitted to the Bids and Awards Committee (BAC) at DepEd, Division Office, Division of Catanduanes, Virac, Catanduanes.
2. Supplier shall submit the following requirements:
 - a. Bid Form, Bid Prices in the prescribed form of Bill of Quantities
 - b. DTI business name registration; SEC registration certificate; CDA Registration
 - c. Valid Mayor's Permit
 - d. Tax Clearance Certificate
 - e. PhilGEPS Certificate of Registration and Membership
 - f. Valid PCAB License
 - g. Ombinus Sworn Statement

B. Award

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchase Order after evaluation by the BAC.

C. Delivery

1. Delivery of goods shall be made within _____ calendar days from date of receipt of Purchase Order.
2. Deliverables shall be delivered to the DepEd, Division Office, Virac, Catanduanes, hereto defined as Project Site, costs to the account of supplier. Risk and title pass from the supplier to the purchaser upon receipt and final acceptance of the Goods at Project Site.
3. Upon delivery of goods to the project site, the supplier shall notify the purchaser and present the following documents to the purchaser:
 - i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price and total prices
 - ii. Original and 4 copies of Delivery Receipts
 - iii. Original Statement of Accounts
 - iv. Approved Purchase Order
 - v. Warranty Certificate

D. Evaluation of Quotations

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

1. Completeness of Submission
2. Compliance with Technical Specifications
3. Price

E. Instructions

1. 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 ground 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 date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
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 its IRR against the supplier.
4. 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 and other taxes and revenue charges shall be paid by the supplier.
6. 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.

F. Inspection

1. All deliveries by supplier shall be subject to inspection, and acceptance by the DepEd Inspection Team and the end-user. 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 of delay of the delivery of the purchased goods.

H. Warranty

Warranty shall be for a period of six (6) months for supplies and materials, and one (1) 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 documents provided under C. Delivery

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

Canvassed By: _____

Date: _____

