Republic of the Philippines

Department of Education

Region V (Bicol)

SCHOOLS DIVISION OF CATANDUANES

BIDS AND AWARDS COMMITTEE

Virac, Catanduanes

REQUEST FOR QUOTATION

Quotation No/PR No. 2023-10-164
Date: October 28, 2023

To all Eligible Suppliers:

I. Please quote your lowest price inclusive of VAT on the item listed below, subject to the Terms and Conditions of this RFQ, and submit your quotation duly signed by your representative in a sealed envelope not later than **October 31, 2023.** Write the Quotation No./PR No. in front of your sealed envelope and submit to DepEd, Division of Catanduanes, Virac, Catanduanes. Prospective supplier shall be responsible to verify the quoted items from DepEd, Catanduanes.

MA. LUISA T. DELA ROSA
BAC Chairman

Item No.	ITEMS & DESCRIPTION	Quantity	Statement of Compliance ("State Comply" or "Not Comply")	UNIT PRICE	TOTAL PRICE
1.	Gas tank regulator (roskas)	2 pcs.			
2.	LPG tank with gas-11 kg	2 pcs.			
3.	Hose with clip (1.5 mtrs.)	2 meters			
4.	Bread flour	50 kls.			
5.	Cake flour	25 kls.			
6.	All purpose flour	50 kls.			
7.	Cornstarch	5 kls.			
8.	Baking power (calumet)- 1.5 grams	1 gram			
9.	Baking soda arm & hammer1 gram	1 gram			
10.	Yeast (saf instant yeast)- 500 grams	1 gram			
11.	Bread improver (0 brim)-500 grams	1 gram			
12.	Oil	20 liter			
13.	Margarine	15 kls.			
14.	Butter (buttercup)	50 stick			
15.	Egg	15 tray			
16.	Evaporated milk	48 cans			
17.	All purpose cream	48 pouch			
18.	Condensed milk	30 cans			
19.	Pineapple crushed (big)	12 cans			
20.	Sugar white	25 kls			
21.	Sugar brown	25 kls.			
22.	Confictioner sugar (250g)	12 kls.			
23.	Cocoa powder (dutche)	18 kls.			
24.	Lard	5 kls.			
25.	Chocolate bar	18 bar			
26.	Cinnamon powder	1 gram			
27.	Vanilla extract (120 ml)	9 bottles			
28.	Parchment paper (20 meter)	12 rolls			
29.	Cling wrap (18" x 500 mtrs.)	1 roll			

30.	Food color (111 green, yellow, blue) - 1 each	**3 bottles**			
31.	Whole corn (kernel)	**12 cans**			
32.	Cake box	**18 bxs.**			
33.	Milk powder (bearbrand)	**10 kls.**			
	For SHS- Bread and Pastry Production NC II- Baras Rural Development High School				
	ABC= Php83,330.00				

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. Duly signed Request for Quotation. Statement of Compliance must be accomplished by supplier.
   b. PHILGEPS Registration Certificate
   c. Valid Mayor's Permit
   d. Tax Clearance Certificate

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 15 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 Certification

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____________________________