

# Opening of Bids Checklist

**Name of Project:** Supply and Delivery of Common-Use Supplies for the 1<sup>st</sup> Quarter of 2022 for Kidapawan City Division  
**Name of Bidder:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Time:** \_\_\_\_\_  
**Venue of Bid Opening:** \_\_\_\_\_

Bidders shall submit the requirements indicated below within three (3) calendar days from receipt of notice from BAC, which documents shall be validated during post qualification to determine if the supplier is technically, legally and financially capable prior to the award of contract.

- A. Valid Tax Clearance per Executive Order 398, s. 2005 issued by BIR, Collection Enforcement Division, National Office, Quezon City or appropriate office in the BIR National Office;
- B. Updated income and business tax return;
- C. Certificate of PhilGEPS Registration;
- D. Valid and current Mayor's Permit;
- E. Business Registration from SEC, DTI or CDA;
- F. Bidder's Profile & Quotation Form

*The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.*

*The Bidder is required to provide a Table of Contents and corresponding tab/label for each submitted documents to help ensure completeness of submission by the bidder and facilitate examination by the BAC.*

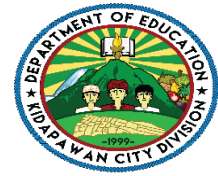
*The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the Procuring Entity.*

**Remarks:** \_\_\_\_\_

**DR. MEILROSE B. PERALTA**  
**BAC CHAIR**



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REGION XII  
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## **Request for Quotation**

Date:

Quotation No.:

### ***To all Prospective Suppliers:***

- I. Please quote your lowest price inclusive of VAT on the projects listed below, subject to the Terms and Conditions of this RFQ, and submit your **sealed quotation** not later than 10:00 am of December 9, 2021 upon posting of this RFQ at DepEd-Kidapawan City Division Bids and Awards Committee (BAC), J.P. Laurel Corner Quirino Street, Kidapawan City. For more information please call the BAC Chair of DepEd-Kidapawan City Division at telefax no.: (064) 572-4144. **Prospective supplier shall be responsible to verify the quoted items with DepEd-Kidapawan City Division BAC or its Technical Working Group (TWG) Chair at the telephone no. given above.**

**DR. MEILROSE B. PERALTA**  
OIC-Asst. Schools Division Superintendent  
BAC Chair

### **II. Description of the Project:**

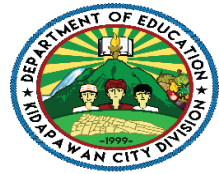
**ABC = Php 489,034.01**  
**PROJECT TITLE = Supply and Delivery of Common-Use  
Supplies for the 1<sup>st</sup> Quarter of 2022 for  
Kidapawan City Division**

### **III. Schedule of Procurement Activity:**

- |                      |                                       |
|----------------------|---------------------------------------|
| 1. December 2, 2021  | -Publication Period                   |
| 2. December 9, 2021  | -Submission and Opening of Quotations |
| 3. December 10, 2021 | -Evaluation of documents & quotations |
| 4. December 13, 2021 | -Issuance of Award                    |



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**IV. Bidder's Profile/Quotation Form:**

Bidder's Company Name:		Tin:	
Address:			
Tel. No.:		Fax No.:	
Bidder's Authorized Representative Signature Over Printed Name:		Email:	
Amount of Quotation		(In Words)	Php

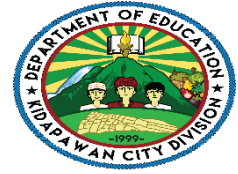
**Instruction:** To all bidders, please fill-out all the necessary information required in the boxes of the above Bidder's Profile/Quotation Form.

**V. Terms and Conditions:**

1. Quotations shall be submitted to the Bids and Awards Committee (BAC) at Deped-Kidapawan City Division, J. P. Laurel Corner Quirino Street, Kidapawan City on the date stated in Schedule of Procurement Activity.
2. Bidders shall submit the requirements indicated below not later than 10:00 am of December 9, 2021 from receipt of notice from BAC, which documents shall be validated during post qualification to determine if the supplier is technically, legally and financially capable prior to the award of contract.
  - a. Valid Tax Clearance per Executive Order 398, s. 2005 issued by BIR Collection Enforcement Division, National Office, Quezon City or appropriate office in the BIR National Office;
  - b. Latest Income and Business Tax Return;
  - c. Latest Certificate of PhilGEPS Registration;
  - d. Valid and current Mayor's Permit;
  - e. Business Registration from SEC, DTI or CDA; and
  - f. Bidder's Profile & Quotation Form, Detailed Estimates & Bill of Quantity



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**A. Award**

The bidder who submitted the lowest calculated responsive quotation shall be awarded the Contract after evaluation by the BAC-TWG.

**B. Delivery**

**1. Delivery Period:** Delivery of *Goods* must be made immediately upon the issuance of *Notice to Proceed (NTP)*.

**C. Evaluation of Quotations**

Quotations shall be evaluated on the basis of the following criteria:

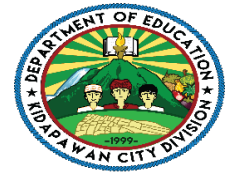
1. Completeness of submission
2. Price-Lowest unit cost per Bill of Quantity (BOQ).

**D. Instructions**

1. Suppliers shall be responsible for the sources of its materials and shall make the deliveries in accordance with the schedule and specifications of the award or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or contract issued to the supplier.
2. Suppliers shall pick-up the contract 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. Therefore, if the contract remains unclaimed, the contract shall be deemed 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. Suppliers who accepted a contract but failed to deliver the required goods/services within the time called for in the contract shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This without prejudice to the imposition of other sanctions prescribed under RA 9184 and its revised IRR against the contractor.
4. All duties, excise and other taxes and revenue charges shall be paid by the contractor.



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5. All transaction is subject to withholding of credible Value Added Tax and /or Expanded Creditable Tax per revenue regulation(s) of the Bureau of Internal Revenue.

**E. Inspection**

1. All goods shall be subject to inspection and acceptance by the DepEd inspection Team and the end-user.

**F. Liquidated Damages**

A penalty of one-tenth (1/10) of one percent (0.001) of the total value of undelivered goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased services.

**G. Warranty**

Retention period shall be for a period of one (1) year reckoned from date of acceptance of the project.

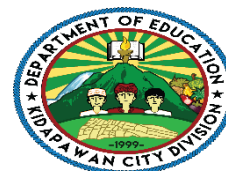
**H. Payment**

After having carefully read and accepted your Request for Quotation and Terms and Conditions, I/We quote you on the items at price noted in the RFQ. The quotation shall be binding upon us for thirty calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding awards shall be accepted by us at any time before expiration of this period.

The DepEd-Kidapawan City Division BAC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.



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**PROJECT TITLE: Supply and Delivery of Common-Use Supplies for the 1<sup>st</sup> Quarter of 2022 for Kidapawan City Division**

**ABC: Php 489,034.01**

**PRICE SCHEDULE**

NO.	QUANTITY	UNIT	ITEM	UNIT COST	TOTAL AMOUNT
1	33	Can	INSECTICIDE, aerosol type		
2	20	Bottle	LIQUID HAND SANITIZER, 500mL		
3	186	Bottle	ALCOHOL, Ethyl, 68%-72%, 500 ml		
4	72	Bottle	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)		
5	29	Bottle	INK, for stamp pad		
6	55	Pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
7	56	Pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
8	28	Pad	NOTE PAD, stick on, 3" x 3"		
9	80	Ream	PAPER, MULTICOPY, A4, 80 gsm		
10	67	Ream	PAPER, MULTICOPY, Legal, 80gsm		
11	206	Ream	PAPER, Multi-Purpose, A4, 70 gsm		
12	207	Ream	PAPER, multi-purpose, legal, 70gsm		
13	10	Book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		
14	9	Book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min		
15	33	Pack	TOILET TISSUE PAPER, 2-ply, 100% recycled		
16	30	Pack	TOILET TISSUE PAPER, Interfolded Paper Towel		
17	15	Pack	BATTERY, dry Cell, size AA		
18	38	Pack	BATTERY, dry Cell, size AAA		
19	1	Pack	BATTERY, dry Cell, size D		
20	2	Piece	LIGHT BULB, Light Emitting Diode (LED)		
21	13	Box	CLIP, backfold, 25mm		
22	12	Box	CLIP, backfold, 32mm		
23	16	Piece	DATA FILE BOX		
24	2	Piece	DATA FOLDER		
25	21	Box	ENVELOPE, documentary, A4		
26	21	Box	ENVELOPE, DOCUMENTARY, for legal size document		
27	3	Box	ENVELOPE, mailing		
28	2	Box	ENVELOPE, mailing, with window		
29	1	Piece	ERASER, FELT, for blackboard/whiteboard		
30	10	Box	FASTENER, metal, non-sharp edges		

31	2	Piece	FILE ORGANIZER, expanding, plastic, legal		
32	2	Pack	FOLDER, L-type, A4		
33	3	Pack	FOLDER, L-type, legal		
34	4	Pack	FOLDER, with tab, A4		
35	4	Pack	FOLDER, with tab, legal		
36	1	Piece	MAGAZINE FILE BOX, large		
37	52	Piece	MARKER, permanent, black, bullet type		
38	12	Piece	MARKER, permanent, blue, bullet type		
39	4	Piece	MARKER, permanent, red, bullet type		
40	7	Box	PAPER CLIP, vinyl/plastic coated, 33mm		
41	13	Box	PENCIL, lead, with eraser		
42	7	Box	RUBBER BAND, No. 18		
43	5	Piece	STAMP PAD, felt		
44	1	Piece	BLADE, for general purpose cutter / utility knife		
45	2	Piece	CUTTER/UTILITY KNIFE, for general purpose		
46	3	Piece	PENCIL SHARPENER, manual, single cutter head		
47	8	Piece	PUNCHER, paper, heavy duty		
48	2	Unit	STAPLER, heavy duty, binder type		
49	1	Piece	TAPE DISPENSER, table top		
50	4	Unit	CALCULATOR, compact		
51	8	Cart	INK CART, EPSON C13T664100 (T6641), Black		
52	4	Cart	INK CART, EPSON C13T664200 (T6642), Cyan		
53	4	Cart	INK CART, EPSON C13T664300 (T6643), Magenta		
54	5	Cart	INK CART, EPSON C13T664400 (T6644), Yellow		
55	1	Piece	PHILIPPINE NATIONAL FLAG		
56	5	Piece	MONOBLOC CHAIR, beige		
57	4	Piece	MONOBLOC CHAIR, white		
58	1	Piece	ERASER, plastic/rubber		
59	9	Piece	SIGN PEN, red		
60	2	Box	UNI-BALL GELL RT, BLUE, 12/BOX		
61	4	Ream	MULTICOLORED CONSTRUCTION PAPER		
62	23	Box	DISPOSABLE FACE MASK		
63	37	bottle	EPSON INK (664) BLACK		
64	5	Bottle	EPSON INK (664) CYAN		
65	5	Bottle	EPSON INK (664) MAGENTA		
66	5	Bottle	EPSON INK (664) YELLOW		
67	39	Bottle	EPSON INK (003) BLACK		
68	15	Bottle	EPSON INK (003) CYAN		
69	15	Bottle	EPSON INK (003) MAGENTA		
70	15	Bottle	EPSON INK (003) YELLOW		
71	2	Bottle	EPSON INK ECO TANK L15150 BLACK		
72	1	Bottle	EPSON INK ECO TANK L15150 CYAN		
73	1	Bottle	EPSON INK ECO TANK L15150 MAGENTA		
74	1	Bottle	EPSON INK ECO TANK L15150 YELLOW		
75	2	Unit	PRINTER-ALL-IN ONE		
76	6	Unit	MULTIPURPOSE UV STERILIZER DISINFECTION LAMP		

77	9	Unit	METAL SHELF, 5 TIER		
78	5	Unit	HEAD PHONE WITH NOISE CANCELLATION FEATURE		
79	2	Unit	AIR PURIFIER		
80	1	Set	MICROPHONE WITH CONDENSER SET (MICROPHONE RECORDING STAND, MICROPHONE CONDENSER AND SOUND CARD		
81	1	Unit	HDMI		
82	1	Unit	THIN POWER BANK TYPE C (PINK) 10,000 MaH		
83	1	Unit	AVR WIRE		
84	1	Unit	INTERNET MODEM (GLOBE)		
85	1	Unit	4 LAYER STEEL TRAY ORGANIZER		
86	30	Piece	SIGN PEN, BLUE (.3)		
87	24	Ream	PAPER MULTICOPY, A4, 80GSM		
88	25	Ream	PAPER MULTICOPY, LEGAL, 80GSM		
89	2	Box	FOLDER, BROWN, LONG		
90	1	Box	FOLDER, BROWN, A4		
91	1	Box	ENVELOPE, BROWN, LONG		
92	9	Tube	TONER (CANON) LBP 2900		
93	2	Bottle	DISWASHING LIQUID, 500ML		
94	2	Unit	OFFICE CHAIR (SDS)		
95	1	Unit	2 FILER BOOK STAND		
96	36	Piece	BALLPEN, BLACK		
97	24	Piece	BALLPEN, BLUE		
98	4	Ream	LAID PAPER-SOFT GREEN, 85 GSM 8 1/2 X 13, 500 SHEETS		
99	1	Pack	QUAFF PAPER CUTTER (A3/A4/A5/B4 SIZE)		
100	1	Set	FLAG LETS		
101	1	Pack	PHOTO PAPER		
102	8	Piece	ARC FILER		
103	2	Ream	BOND PAPER (SHORT) sub16		
104	1	Pack	STICKER PAPER		
105	2	Piece	GLUE STICK, 40G		
106	4	Gallon	MURIATIC ACID		
107	6	Can	DISINFECTANT SPRAY, aerosol type, 170g		
108	4	Gallon	BLEACH		
109	20	Piece	ALBATROSS DEODIZER RUND REFILL 50G		
110	4	Piece	SCENTED GEL 180G		
111	3	Box	LATEX NITRILE VINYL GLOVES		
112	44	Box	DISPOSABLE FACE MASK		
113	8	Piece	GLASS AND WINDOW CLEANER SPRAY, 500ML		
114	4	Piece	Trodat (black)		
115	1	Meter	SMDI Cord (5 mtrs.)		
116	6	Unit	OYOCO Rechargeable LED Work Light COB with Magnetic Base 15W 6.5H Waterproof Spotlights Outdoor Camping Emergency Lights Floodlights with SOS Mode		
117	2	Box	Surgical Face Mask (3 ply, 50 pcs/box)		
118	1	Unit	UPS		
119	2	Unit	ring light 26cm with phone and tripod		
120	6	Cart	AKINTO BLACK INK (600ML)		

