

Opening of Bids Checklist

Name of Project: Procurement of Learning Tools and Equipment for Science and Mathematics
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; | <input type="checkbox"/> |
| B. | Updated income and business tax return; | <input type="checkbox"/> |
| C. | Certificate of PhilGEPS Registration; | <input type="checkbox"/> |
| D. | Valid and current Mayor's Permit; | <input type="checkbox"/> |
| E. | Business Registration from SEC, DTI or CDA; | <input type="checkbox"/> |
| F. | Bidder's Profile & Quotation Form | <input type="checkbox"/> |

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.

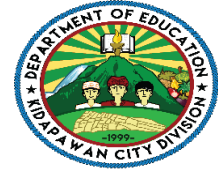
The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the Procuring Entity.

Remarks: _____

DR. MEILROSE B. PERALTA
BAC CHAIR



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION XII
KIDAPAWAN CITY DIVISION
JP LAUREL, CORNER QUIRINO STREET
KIDAPAWAN CITY



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 June 14, 2022 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
Asst. Schools Division Superintendent
BAC Chair

II. Description of the Project:

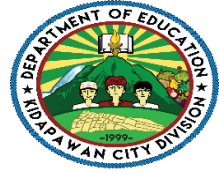
ABC = Php 713,900.00
**PROJECT TITLE = Procurement of Learning Tools and
Equipment for Science and
Mathematics**

III. Schedule of Procurement Activity:

- | | |
|-------------------|---------------------------------------|
| 1. June 9, 2022 | -Publication Period |
| 2. June 14, 2022 | -Submission and Opening of Quotations |
| 3. June 15, 2022 | -Evaluation of documents & quotations |
| 4. June, 16, 2022 | -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

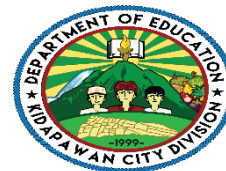
Instruction: To all bidders, please fill-out all the necessary information required in the boxes of the above Bidder's Profile/Quotation Form.

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 June 14, 2022 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.

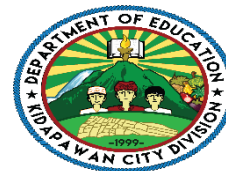
H. Payment

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: Procurement of Learning Tools and Equipment for Science and Mathematics

ABC: Php 713,900.00

PRICE SCHEDULE

NO.	QUANTITY	UNIT	ITEM	UNIT COST	TOTAL AMOUNT
1	220	Pcs	Meterstick, Plastic		
2	440	Pcs	Protractor (for student)		
3	440	Pcs	Ruler, Plastic, 12 inches or 30 cm		
4	220	Pcs	Tape Measure, 1.5 meters		
5	55	Pcs	Flask, Volumetric, borosilicate 250 ml		
6	55	Pcs	Graduated Cylinder, borosilicate, 10 ml		
7	55	Pcs	Graduated Cylinder, borosilicate, 100 ml		
8	55	Pcs	PH Meter, Hand-Held		
9	55	Pcs	Thermometer, Laboratory Type, Alcohol, -20C to 110C		
10	11	Packs	Universal pH Paper, pH 0-14, 100 strips/pack		
11	55	Pcs	Beaker, borosilicate, 1000 ml		
12	55	Pcs	Dish, Petri		
13	55	Pcs	Beaker, borosilicate, 250 ml		
14	55	Pcs	Beaker, borosilicate, 500 ml		
15	55	Pcs	Burner, Alcohol, Glass, 150 ml Capacity		
16	55	Pcs	Mortar and Pestle, Porcelain, 150 ml		
17	55	Pcs	Rubber Stopper #6 for Erlenmeyer Flask (narrow-mouth) 250 ml, 1 hole		
18	55	Pcs	Test Tube Brush		
19	550	Pcs	Test Tube, borosilicate, 016 mm x 150 mm long		
20	275	Pcs	Vial, Screw-Neck, 50 ml (With Screw-Type Plastic Cap)		
21	55	Pcs	Watch Glass, 0.90 mm		
22	55	Packs	Lens Paper, 50's/pack		
23	110	Sheet	Filter Paper, Crepe, 580 mm x 580 mm sheet, Grade 0905		
24	11	Spool	Nichrome wire, 0.4, 100 ft (1 spool per package = 1.1 oz minimum with spool)		
25	55	Pcs	Triangular File, fine, 6-inch long, with plastic handle		
26	55	Unit	Globe, Terrestrial		
27	55	Pcs	Musical Instrument (Miniature Guitar)		
28	11	Sets	Set of Tools: Ball Peen Hammer, handle length is 11-inch, 350g approx. weight, 1 pc/set		

29	11	Sets	Set of Tools: Long Nose Pliers, 6-inch, 1 pair/set		
30	11	Sets	Set of Tools: Mechanical Wire Cutter and Pliers, 6.5-inch, 1 pair/set		
31	11	Sets	Set of Tools: Precision Screwdrivers Set, 6 pcs/set, with plastic casing, 1 set/set		
32	11	Sets	Set of Tools: Screwdriver, flat, 6-inch, 1 pc/set		
33	11	Sets	Set of Tools: Screwdriver, Phillips, 6-inch, 1 pc/set		
34	11	Sets	Set of Tools: Soldering Iron, 60 watts, 1 pc/set		
35	11	Sets	Set of Tools: Soldering Lead, 01mm, Grade 60/40, Wt.: 1 lb/spool, 1 spool/set		
36	11	Sets	Set of Tools: Soldering Paste, 50 grams/can, 1 can/set		
37	11	Sets	Set of Tools: Tweezers, Stainless Steel, with curved tips, 6.5-inch long, 1 pair/set		
38	110	Boxes	Glass Cover Slips, 100's/box		
39	110	Boxes	Glass Slides, 72's/box		
40	55	Pcs	Compass, Magnetic		
41	550	Pcs	Pipette, Beral, 1 ml		
42	55	Pair	Gloves, Hand, Super Nitrile		
43	11	Pcs	Flashlight with incandescent bulb		
44	55	Unit	Lamp, Desk, Heavy Base		
45	440	Pcs	Calculator, Scientific		
46	55	Pcs	Stopwatch, Digital		
TOTAL AMOUNT IN WORDS					

Prepared by:

Owner/Proprietor