

# Opening of Bids Checklist

**Name of Project:** Supply and Delivery of ALS Office Supplies and Teachers Materials for S.Y. 2022-2023

**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.

- |           |   |                          |
|-----------|---|--------------------------|
| <b>A.</b> | 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>B.</b> | Updated income and business tax return;   | <input type="checkbox"/> |
| <b>C.</b> | Certificate of PhilGEPS Registration;   | <input type="checkbox"/> |
| <b>D.</b> | Valid and current Mayor's Permit;   | <input type="checkbox"/> |
| <b>E.</b> | Business Registration from SEC, DTI or CDA;   | <input type="checkbox"/> |
| <b>F.</b> | 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.*

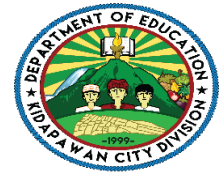
*The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the Procuring Entity.*

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

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



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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 15, 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 166,588.00**  
**PROJECT TITLE = Supply and Delivery of ALS Office  
Supplies and Teachers Materials for  
S.Y. 2022-2023**

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

- |                      |                                       |
|----------------------|---------------------------------------|
| 1. December 11, 2022 | -Publication Period                   |
| 2. December 15, 2022 | -Submission and Opening of Quotations |
| 3. December 16, 2022 | -Evaluation of documents & quotations |
| 4. December 19, 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:			Date:
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 15, 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.

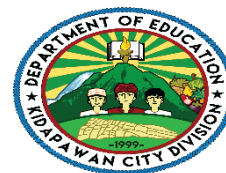
**H. Payment**

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: Supply and Delivery of ALS Office Supplies and Teachers Materials for S.Y. 2022-2023**

**ABC: Php 166,588.00**

**PRICE SCHEDULE**

NO.	QUANTITY	UNIT	ITEM	UNIT COST	TOTAL AMOUNT
1	3	Pcs	Printer 3&1 Ink Tank System with ADF		
2	3	Pcs	Mouse Optical, USB Connection Type		
3	30	Bottles	Ink Refill 003 Black		
4	18	Bottles	Ink Refill 003 Cyan		
5	18	Bottles	Ink Refill 003 Magenta		
6	18	Bottles	Ink Refill 003 Yellow		
7	37	Reams	Paper Multi-Purpose Legal, 70 gsm		
8	54	Reams	Paper Multi-Purpose A4, 70 gsm		
9	100	Packs	Parchment Paper Short, 10 pcs/pack		
10	500	Pcs	Folder Tagboard for Legsl Size Documents		
11	10	Boxes	Paper Fastener Plastic Long Size 6" 50pcs/box		
12	6	Boxes	Ballpen, Black, 50 pcs/box		
13	10	Packs	Photo Paper, A4, 20 pcs/pack		
14	6	Pcs	Log Book, 500 Pages		
15	6	Boxes	Paper Clip Vinyl Plastic Coat 18mm		
16	1	Pcs	Paper Cutter 12x15 approx. 12 sheets metal base		
17	6	Boxes	Push Pin 100 pcs/box, Flat Head		
28	27	Pcs	Ruler Plastic 12"		
19	8	Pcs	Scissors (Heavy Duty)		
20	6	Pcs	Sign Pen, Black 1.0 mm		
21	6	Pcs	Stamp Pad, Pad Ink Black 118ml		
22	27	Boxes	Staple Wire Standard 26x6		
23	10	Pcs	Tabbing Letter		
24	8	Pcs	Tape Dispenser		
25	6	Pcs	White Board 2x3 ft		
26	6	Pcs	Marker White Board, Blue Felt Tip Bullet Type		
27	6	Pcs	Calculator, Compact 12 Digit		
28	3	Roll	Laminating Film (65mmx95mmx250mm)		
29	26	Pcs	Tape Transparent 48mm (1mm)		
30	52	Pcs	Tape Masking 48mm (1mm)		
31	200	Pcs	Envelop Expanding, Kraftboard for legal size docs		
32	470	Pcs	Manila Paper		

33	25	Boxes	Pentel Pen Marker Permanent Bullet Type Black 12 Pcs/Box		
34	26	Pcs	Envelop Plastic Bag Transparent		
35	27	Pcs	Correction Tape Film Base Type 5mmx8mm		
36	2	Reams	Envelop Legal Size Brown Ordinary 500 Pcs/Ream		
<b>TOTAL AMOUNT IN WORDS</b>					

Prepared by:

Owner/Proprietor