

# Opening of Bids Checklist

**Name of Project:** Supply and Delivery of Common-Use Supplies for 1st Quarter of 2023 for the Use of Division Office (Adjusted)

**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.*

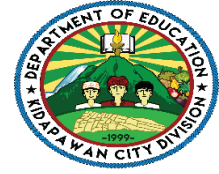
*The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible bidder out of the data furnished by the Procuring Entity.*

**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 March 22, 2023 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 390,835.40**

**PROJECT TITLE = Supply and Delivery of Common-Use Supplies for 1<sup>st</sup> Quarter of 2023 for the Use of Division Office**

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

1. March 17, 2023

2. March 22, 2023

3. TBA

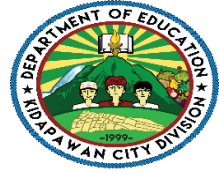
-Submission and Opening of Quotations

-Evaluation of documents & quotations

-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

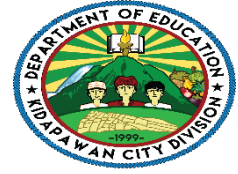
**Instruction:** To all bidders, please fill-out all the necessary information required in the boxes of the above Bidder's Profile/Quotation Form.

**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 March 22, 2023 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.

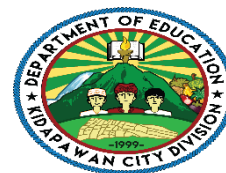
**H. Payment**

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 1st Quarter of 2023 for the Use of Division Office (Adjusted)**

**ABC: Php 390,835.40**

**PRICE SCHEDULE**

NO.	QUANTITY	UNIT	ITEM	UNIT COST	TOTAL AMOUNT
1	10	pack	3in1 Coffee (10's)		
2	20	can	AIR FRESHENER, Aerosol type, 150g		
3	10	gallon	ALCOHOL, Ethyl, 1 Gallon		
4	30	bottle	ALCOHOL, Ethyl, 500 mL		
5	160	pc	BALLPEN, BLACK, 0.5MM, NEEDLE TIP		
6	160	pc	BALLPEN, BLUE, 0.5MM, NEEDLE TIP		
7	6	pc	Bathroom Deodorizer Round Refill Samba 50g		
8	5	pc	Bathroom Freshener 30s TVC 2019 (Lemon scent)		
9	30	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack		
10	25	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack		
11	10	pack	BATTERY, dry cell, size D, Two (2) pieces per blister pack		
12	12	pack	Biscuit, 10 single pack		
13	4	pc	CALCULATOR, MX-12B 12 Digits CASIO		
14	12	pack	Candy, 50's		
15	12	bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL		
16	20	box	CLIP, backfold, 32mm		
17	3	ream	COLORED BOND, 8.5x13", BLUE		
18	5	ream	COLORED BOND, 8.5x13", PINK		
19	6	pc	CORRECTION PEN		
20	150	pc	CORRECTION TAPE, 8 meters		
21	1	pc	Dashboard Camera  Type: Smart Dash Camera, Image Sensor: IMX335, Resolution: 2592x1944, Camera: FOV 140°, F1.8, 6 glass, Expandable Memory: MicroSD card with capacity of 16-64GB and read/write speed of Class10 and above, Supported OS: Android 4.1/iOS8.0 and above, Power Supply: Car Cigarette lighter,		

			Battery Capacity: 500mAh, Input: 5V 2A, Operating Temperature: -10°C ~ 60°C, Dimensions: 87,5×53×18mm, Color: Black		
22	10	pc	DETERGENT BAR, 140g as packed		
23	17	pouch	DETERGENT POWDER, all purpose, 1kg		
24	1	unit	DIGITAL VOICE RECORDER  BATTERY TYPE (PROVIDED), Built-In Lithium Battery, BUILT-IN MEMORY: 4 GB, BUILT-IN MICROPHONE: Stereo (S-Mic), CALENDAR SEARCH: Yes, LCD BACKLIGHT: Yes, MAXIMUM FILES PER FOLDER: 199, MAXIMUM FILES (TOTAL): 5,000 files (including number of folder), PC CONNECTIVITY: Yes, PLAYBACK FORMAT: LPCM/MP3/AAC/WMA, RECORDING FORMAT: Linear PCM/MP3, USB CONNECTION CHARGING: Yes		
25	19	can	DISINFECTANT SPRAY, Aerosol type, 400g		
26	6	pack	Disposable paper cups (50s)		
27	6	pack	Disposable plastic cup (50s)		
28	6	pc	DUST PAN, rigid non-breakable plastic		
29	2	unit	ELECTRIC FAN, stand type		
30	2	pc	EXTENSION WIRE WITH 5 OUTLETS (HEAVY DUTY) 5 meters long		
31	20	pc	FILE ORGANIZER, expanding, plastic, legal		
32	130	bottle	INK, EPSON 003, BLACK, ORIGINAL		
33	40	bottle	INK, EPSON 003, CYAN, ORIGINAL		
34	40	bottle	INK, EPSON 003, MAGENTA, ORIGINAL		
35	40	bottle	INK, EPSON 003, YELLOW, ORIGINAL		
36	15	bottle	INK, EPSON 664, BLACK, ORIGINAL		
37	10	bottle	INK, EPSON 664, CYAN, ORIGINAL		
38	10	bottle	INK, EPSON 664, MAGENTA, ORIGINAL		
39	10	bottle	INK, EPSON 664, YELLOW, ORIGINAL		
40	10	bottle	INK, for stamp pad, 50mL		
41	5	can	INSECTICIDE, 600mL		
42	4	ream	LAI D PAPER-SOFT GREEN,GSM85,8 1/2x13 size,500 sheets		
43	5	pc	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts		
44	10	pc	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts		
45	5	bottle	LIQUID HAND SANITIZER, 500mL		
46	10	bottle	LIQUID HAND SOAP, 500mL		
47	20	pc	MARKER, Permanent, Black		
48	10	pc	MARKER, Whiteboard, Black		
49	1	pc	Microphone(wired, Heavy-duty)		
50	3	bottle	Miracle Glass & Window Cleaner Spray - 500ml		
51	1	unit	MONOBLOC TABLE, beige, 4 seater capacity		
52	1	pc	Multimedia Projector, 3,300 Lumens SVGA resolution, High Contrast Ratio 15,000:1, Horizontal keystone slider, 10,000 hours lamp life in eco mode		

53	5	pc	Original Glade Scented Gel 180g		
54	12	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm		
55	200	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream		
56	130	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream		
57	10	box	PAPER CLIP, vinly/plastic coated, 33mm		
58	30	book	RECORD BOOK, 300 PAGES		
59	10	book	RECORD BOOK, 500 PAGES		
60	4	pc	ROTATING MOP		
61	15	pair	SCISSORS, symmetrical or asymmetrical		
62	180	pc	SIGN PEN, Black, liquid or gel		
63	200	pc	SIGN PEN, Blue, liquid or gel		
64	10	pc	SIGN PEN, Red, liquid or gel		
65	3	pc	STAMP PAD, felt		
66	20	box	STAPLE WIRE, standard		
67	3	pack	STICKER PAPER, A4, 100 PCS/PACK		
68	26	roll	TAPE, transparent, 24mm		
69	110	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack		
70	60	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack		
71	1	pc	Toner Canon LBP 2900		
72	20	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack		
73	1	pc	WIRELESS MICROPHONE- PROFESSIONALX-Y68 UHF HANDHELD		
<b>TOTAL AMOUNT IN WORDS</b>					

Prepared by:

Owner/Proprietor