

# Opening of Bids Checklist

**Name of Project:** Supply and Delivery of Common-Use Supplies for 2<sup>nd</sup> Quarter 2023  
not available at DBM Procurement Service

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

**MEILROSE B. PERALTA, EdD**  
**BAC CHAIR**



Republic of the Philippines  
**Department of Education**  
Region XII – SOCCSKSARGEN  
**SCHOOLS DIVISION OFFICE OF 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 August 25, 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 84,727.97**  
**PROJECT TITLE = Supply and Delivery of Common-Use Supplies for 2nd Quarter 2023 not available at DBM Procurement Service**

**III. Schedule of Procurement Activity:**

- |                    |                                       |
|--------------------|---------------------------------------|
| 1. August 17, 2023 | -Publication Period                   |
| 2. August 25, 2023 | -Submission and Opening of Quotations |
| 2. TBA             | -Evaluation of documents & quotations |
| 3. TBA             | -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:	
		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 August 25, 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 2nd Quarter 2023 not available at DBM Procurement Service**

**ABC: Php 84,727.97**

**PRICE SCHEDULE**

<b>NO.</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>ITEM</b>	<b>UNIT COST</b>	<b>TOTAL AMOUNT</b>
1	12	pack	3in1 Coffee (10's)		
2	5	can	AIR FRESHENER, Aerosol type, 150g		
3	10	gallon	ALCOHOL, Ethyl, 1 Gallon		
4	6	piece	Bathroom Deodorizer Round Refill Samba 50g		
5	6	pc	Bathroom Freshener 30s TVC 2019 (Lemon scent)		
6	10	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack		
7	20	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack		
8	12	pack	Biscuit, 10 single pack		
9	5	gallon	Bleach		
10	30	reams	BOND PAPER, 80 GSM A4, 500 sheets per ream		
11	25	reams	BOND PAPER, 80 GSM LONG, 500 sheets per ream		
12	12	pack	Candy, 50's		
13	2	bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL		
14	5	box	CLIP, backfold, 19mm		
15	5	box	CLIP, backfold, 25mm		
16	10	ream	COLORED BOND, 8.5x13", BLUE		
17	2	ream	COLORED BOND, 8.5x13", GREEN		
18	10	ream	COLORED BOND, 8.5x13", PINK		
19	50	piece	CORRECTION TAPE, 8 meters		
20	5	pouch	DETERGENT POWDER, all purpose, 1kg		
21	5	can	DISINFECTANT SPRAY, Aerosol type, 400g		
22	6	pack	Disposable paper cups (50s)		
23	6	pack	Disposable plastic cup (50s)		
24	20	box	FASTENER, plastic, non-sharp edges, 50 sets per box		
25	2	unit	FIRE EXTINGUISHER, dry chemical		
26	30	bottle	INK, EPSON 003, BLACK, ORIGINAL		

27	10	bottle	INK, EPSON 003, CYAN, ORIGINAL		
28	10	bottle	INK, EPSON 003, MAGENTA, ORIGINAL		
29	10	bottle	INK, EPSON 003, YELLOW, ORIGINAL		
30	6	can	INSECTICIDE, 600mL		
31	3	box	Latex Nitrile Vinyl gloves		
32	5	set	MARKER, Fluorescent, 3 colors per set		
33	10	piece	MARKER, Permanent, Black		
34	3	bottle	Miracle Glass & Window Cleaner Spray - 500ml		
35	15	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad		
36	20	ream	PAPER, MULTIPURPOSE A4, 500 sheets per ream		
37	25	ream	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream		
38	2	box	PENCIL, lead/graphite, with eraser, one (1) dozen per box		
39	5	book	RECORD BOOK, 300 PAGES		
40	3	book	RECORD BOOK, 500 PAGES		
41	1	pc	ROTATING MOP		
42	100	piece	SIGN PEN, Black, liquid or gel		
43	130	piece	SIGN PEN, Blue, liquid or gel		
44	2	box	STAPLE WIRE, heavy duty (binder type), 23/13		
45	18	box	STAPLE WIRE, standard		
46	5	roll	TAPE, transparent, 24 mm		
47	100	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack		
48	20	pack	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack		
49	1	pc	Toner Canon LBP 2900		
50	10	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack		
<b>TOTAL AMOUNT IN WORDS</b>					

Prepared by:

Owner/Proprietor