

# Opening of Bids Checklist

**Name of Project:** Supply and Delivery of Common-Use Supplies for 1<sup>st</sup> Quarter of 2024  
**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:** \_\_\_\_\_

**JASMIN P. ISLA**  
**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 April 18, 2024 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.**

**JASMIN P. ISLA**  
Asst. Schools Division Superintendent  
BAC Chair

**II. Description of the Project:**

**ABC = Php 228,203.35**  
**PROJECT TITLE = Supply and Delivery of Common-Use Supplies for 1st Quarter of 2024**

**III. Schedule of Procurement Activity:**

- |                   |                                       |
|-------------------|---------------------------------------|
| 1. April 15, 2024 | -Publication Period                   |
| 2. April 18, 2024 | -Submission and Opening of Quotations |
| 3. TBA            | -Evaluation of documents & quotations |
| 4. TBA            | -Issuance of Award                    |



Republic of the Philippines  
**Department of Education**  
Region XII – SOCCSKSARGEN  
**SCHOOLS DIVISION OFFICE OF KIDAPAWAN CITY**

**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 April 18, 2024 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



Republic of the Philippines  
**Department of Education**  
Region XII – SOCCSKSARGEN  
**SCHOOLS DIVISION OFFICE OF KIDAPAWAN CITY**

---

**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.



Republic of the Philippines  
**Department of Education**  
Region XII – SOCCSKSARGEN  
**SCHOOLS DIVISION OF KIDAPAWAN CITY**

---

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.



Republic of the Philippines  
**Department of Education**  
Region XII – SOCCSKSARGEN  
**SCHOOLS DIVISION OF KIDAPAWAN CITY**

**PROJECT TITLE: Supply and Delivery of Common-Use Supplies for 1st Quarter of 2024**

**ABC: Php 228,203.35**

**PRICE SCHEDULE**

\	QUANTIT Y	UNIT	ITEM	UNIT COST	TOTAL AMOUNT
1	30	can	AIR FRESHENER		
2	10	gallon	ALCOHOL, Ethyl, 1 Gallon		
3	50	pcs	Ballpen, black		
4	50	pcs	Ballpen, blue		
5	20	pack	BATTERY, dry cell, size AA		
6	45	pack	BATTERY, dry cell, size AAA		
7	3	pack	BATTERY, dry cell, size D		
8	1	unit	BINDING AND PUNCHING MACHINE		
9	10	pack	Biscuit (10s)		
10	4	pack	Candy (50s)		
11	100	piece	CERTIFICATE HOLDER		
12	7	bottle	CLEANER, Toilet Bowl and Urinal		
13	10	box	CLIP, backfold, 19mm		
14	10	box	CLIP, backfold, 50mm		
15	4	pack	Coffee Creamer, 5g x 48		
16	8	pack	Coffee Stick, 2g x 48		
17	360	piece	CORRECTION TAPE		
18	30	piece	DATA FILE BOX		
19	22	piece	DATA FOLDER		
20	3	piece	DATER STAMP		
21	9	bar	DETERGENT BAR		
22	15	pouch	DETERGENT POWDER, all purpose		
23	1	unit	DIGITAL VOICE RECORDER		
24	6	pack	Disaposable cup (50s)		
25	30	bottle	DISHWASHING LIQUID		
26	6	can	DISINFECTANT SPRAY		
27	4	pack	Disposable glass (50s)		
28	5	piece	DUST PAN		
29	3	unit	ELECTRIC FAN, stand type		
30	1	piece	Epson Printer 3 in 1		
31	4	piece	EXTENSION CORD		
32	3	unit	EXTERNAL HARD DRIVE		

33	45	box	Fastener, plastic, non-sharp edges, 50 sets per box		
34	20	piece	FILE ORGANIZER, expanding, plastic, legal		
35	4	piece	FLASH DRIVE		
36	5	pack	FOLDER, L-type, A4		
37	5	pack	FOLDER, L-type, Legal		
38	6	pc	Gel Scented, Air freshener, fresh lemon		
39	3	bottle	Glass & Window Cleaner Spray - 500ml		
40	22	jar	GLUE, all-purpose		
41	30	bottle	HAND SOAP, liquid		
42	1	piece	heavy duty grass tree scissors pruning shears		
43	5	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black		
44	35	bottle	Ink Refill, Epson 003, Black		
45	20	bottle	Ink Refill, Epson 003, Cyan		
46	20	bottle	Ink Refill, Epson 003, Magenta		
47	20	bottle	Ink Refill, Epson 003, Yellow		
48	8	bottle	INK, for stamp pad		
49	1	ream	Laid paper (beige)		
50	1	unit	Laminating Machine		
51	4	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts		
52	4	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts		
53	10	piece	MARKER, Whiteboard, Blue		
54	24	piece	MONOBLOC CHAIR, white		
55	4	pcs	Mouse Pad		
56	30	pad	NOTEPAD, stick-on, 50mm x 76mm		
57	10	ream	Paper Multi purpose Legal - Blue		
58	40	box	PAPER CLIP, vinly/plastic coated, 33mm		
59	40	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm		
60	100	ream	PAPER, MULTICOPY A4		
61	50	ream	PAPER, MULTICOPY LEGAL		
62	24	box	PENCIL, lead/graphite, with eraser		
63	3	piece	PHILIPPINE NATIONAL FLAG		
64	25	pack	PHOTO PAPER		
65	10	book	RECORD BOOK, 500 PAGES		

66	3	piece	Rubber latex reusable gloves		
67	18	piece	RULER, flexible, plastic, 450mm		
68	120	piece	SIGN PEN, Extra Fine Tip, Blue		
69	130	piece	SIGN PEN, Fine Tip, Black		
70	80	piece	SIGN PEN, Medium Tip, Black		
71	90	piece	SIGN PEN, Medium Tip, Blue		
72	1	unit	SPEAKERS		
73	6	box	STAPLE WIRE, heavy duty (binder type), 23/13		
74	40	box	STAPLE WIRE, standard		
75	25	pack	STICKER PAPER		
76	2	kilo	Sugar, brown		
77	30	roll	TAPE, masking, 24mm		
78	15	roll	TAPE, masking, 48 mm		
79	4	roll	TAPE, packaging, 48 mm		
80	40	roll	TAPE, transparent, 24mm		
81	15	roll	TAPE, transparent, 48 mm		
82	175	pack	TISSUE, INTERFOLDED PAPER TOWEL		
83	70	pack	TOILET TISSUE PAPER, 2 ply		
84	12	roll	TRASHBAG, Large size		
85	2	roll	TRASHBAG, XL size		
86	80	pack	VELLUM BOARD PAPER		
87	24	piece	Water and fade proof pen .08 (blue)		
<b>TOTAL AMOUNT IN WORDS</b>					

Prepared by:

Owner/Proprietor