

Opening of Bids Checklist

Name of Project: Supply and Delivery of Common-Use Supplies for 1st Quarter of 2024
- 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; | <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: _____

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 June 5, 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 - Adjusted**

III. Schedule of Procurement Activity:

- | | |
|-----------------|---------------------------------------|
| 1. June 2, 2024 | -Publication Period |
| 2. June 5, 2024 | -Submission and Opening of Quotations |
| 3. TBA | -Evaluation of documents & quotations |
| 4. 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 June 5, 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



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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 2024

ABC: Php 228,203.35

PRICE SCHEDULE

NO.	QUANTITY	UNIT	ITEM	UNIT COST	TOTAL AMOUNT
1	15	can	AIR FRESHENER, Lemon		
2	5	gallon	ALCOHOL, Ethyl, 1 Gallon		
3	50	pcs	Ballpen, black		
4	50	pcs	Ballpen, blue		
5	10	pack	BATTERY, dry cell, size AA		
6	15	pack	BATTERY, dry cell, size AAA		
7	1	unit	BINDING AND PUNCHING MACHINE		
8	10	pack	Biscuit, Sandwich, (10s)		
9	4	pack	Candy (50s)		
10	80	piece	CERTIFICATE HOLDER		
11	3	bottle	CLEANER, Toilet Bowl and Urinal		
12	10	box	CLIP, backfold, 19mm		
13	10	box	CLIP, backfold, 50mm		
14	4	pack	Coffee Creamer, 5g x 48		
15	6	pack	Coffee Stick, 2g x 48		
16	100	piece	CORRECTION TAPE		
17	15	piece	DATA FILE BOX		
18	22	piece	DATA FOLDER		
19	3	piece	DATER STAMP		
20	5	bar	DETERGENT BAR		
21	10	pouch	DETERGENT POWDER, all purpose, 1.1 kg		
22	1	unit	DIGITAL VOICE RECORDER		
23	6	pack	Disaposable cup (50s)		
24	20	bottle	DISHWASHING LIQUID		
25	2	can	DISINFECTANT SPRAY		
26	4	pack	Disposable glass (50s)		
27	2	piece	DUST PAN		
28	1	unit	ELECTRIC FAN, stand type		
29	1	piece	Eco Tank Printer, 3 in 1		
30	2	piece	EXTENSION CORD		
31	2	unit	EXTERNAL HARD DRIVE		
32	40	box	Fastener, plastic, non-sharp edges, 50 sets per box		
33	10	piece	FILE ORGANIZER, expanding, plastic, legal		

34	5	pack	FOLDER, L-type, A4		
35	5	pack	FOLDER, L-type, Legal		
36	6	pc	Gel Scented, Air freshener, fresh lemon		
37	3	bottle	Glass & Window Cleaner Spray -500ml		
38	15	bottle	HAND SOAP, liquid		
39	1	piece	heavy duty grass tree scissors pruning shears		
40	35	bottle	Ink Refill, Epson 003, Black		
41	20	bottle	Ink Refill, Epson 003, Cyan		
42	20	bottle	Ink Refill, Epson 003, Magenta		
43	20	bottle	Ink Refill, Epson 003, Yellow		
44	8	bottle	INK, for stamp pad		
45	1	ream	Laid paper (beige)		
46	4	piece	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts		
47	4	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts		
48	10	piece	MARKER, Whiteboard, Blue		
49	24	piece	MONOBLOC CHAIR, white		
50	4	pcs	Mouse Pad		
51	30	pad	NOTEPAD, stick-on, 50mm x 76mm		
52	10	ream	Paper Multi purpose Legal - Blue		
53	40	box	PAPER CLIP, vinly/plastic coated, 33mm		
54	40	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm		
55	80	ream	PAPER, MULTICOPY A4		
56	50	ream	PAPER, MULTICOPY LEGAL		
57	12	box	PENCIL, lead/graphite, with eraser		
58	2	piece	PHILIPPINE NATIONAL FLAG		
59	25	pack	PHOTO PAPER		
60	5	book	RECORD BOOK, 500 PAGES		
61	3	piece	Rubber latex reusable gloves		
62	18	piece	RULER, flexible, plastic, 450mm		
63	100	piece	SIGN PEN, Extra Fine Tip, Blue		
64	110	piece	SIGN PEN, Fine Tip, Black		
65	80	piece	SIGN PEN, Medium Tip, Black		
66	90	piece	SIGN PEN, Medium Tip, Blue		
67	6	box	STAPLE WIRE, heavy duty (binder type), 23/13		
68	30	box	STAPLE WIRE, standard		
69	25	pack	STICKER PAPER		
70	2	kilo	Sugar, brown		
71	20	roll	TAPE, masking, 24mm		
72	10	roll	TAPE, masking, 48 mm		
73	4	roll	TAPE, packaging, 48 mm		
74	20	roll	TAPE, transparent, 24mm		
75	10	roll	TAPE, transparent, 48 mm		
76	75	pack	TISSUE, INTERFOLDED PAPER TOWEL		
77	40	pack	TOILET TISSUE PAPER, 4 ply, 10 Rolls		

78	12	roll	TRASHBAG, Large size		
79	2	roll	TRASHBAG, XL size		
80	40	pack	VELLUM BOARD PAPER		
81	12	piece	Water and fade proof pen .08 (blue)		
TOTAL AMOUNT IN WORDS					

Prepared by:

Owner/Proprietor