

# Opening of Bids Checklist

**Name of Project:** Supply and Delivery of Common-Use Supplies for 2<sup>nd</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 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 62,512.14**  
**PROJECT TITLE = Supply and Delivery of Common-Use Supplies for 2nd Quarter of 2024**

**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 2nd Quarter of 2024**

**ABC: Php 62,512.14**

**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	Biscuit, Sandwich, 10 pcs, 32 g		
2	4	pack	Candy (50s)		
3	60	piece	Certificate Holder, A4		
4	30	box	Clip, backfold, 25mm		
5	12	box	Clip, backfold, 32mm		
6	4	pack	Coffee Creamer, 5g, 48 sachets		
7	8	pack	Coffee Stick, 2 g, 48 sticks		
8	47	piece	Correction Tape		
9	8	bar	Detergent Bar		
10	4	pack	Disaposable cup (50s)		
11	4	pack	Disposable glass (50s)		
12	3	bottle	Glass & Window Cleaner Spray - 500ml		
13	30	bottle	Hand Sanitizer		
14	3	book	Handbook on Phillipine Government Procurement (RA 9184)		
15	15	can	Insecticide, Aerosol, multi insect spray		
16	4	pack	Laminating Film, A4, 100 sheets		
17	3	piece	Laser Pointer		
18	10	set	Marker, Flourescent		
19	50	piece	Marker, Permanent, Black		
20	30	piece	Marker, Permanent, Blue		
21	20	piece	Marker, Whiteboard, Black		
22	1	unit	Multimedia Projector, XGA Resolution, White and Colour Light Output at 5,500 lumens, 2 x HDMI		
23	20	pad	Notepad, stick-on, 76mm x 76mm		
24	3	piece	Puncher, paper, heavy duty		
25	50	book	Record Book, 500 Pages		
26	3	piece	Rotating Mop		
27	7	box	Rubber Band No. 18		
28	36	piece	Sign Pen, Medium Tip, Blue		
29	2	piece	Stamp Pad, felt		
30	10	box	Staple Wire, standard		
31	1	kilo	Sugar, brown		
32	4	roll	TAPE, masking, 24mm		

33	5	roll	TAPE, masking, 48 mm		
34	3	box	Toner Canon LBP 2900		
35	6	roll	TRASHBAG, Large size		
36	2	roll	TRASHBAG, XL size		
37	50	pack	VELLUM BOARD PAPER		
<b>TOTAL AMOUNT IN WORDS</b>					

Prepared by:

Owner/Proprietor