

Opening of Bids Checklist

Name of Project: Supply and Delivery of Common-Use Supplies for 3rd Quarter of 2024
not Available at DBM-PS

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 August 20, 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 69,760.00

PROJECT TITLE = Supply and Delivery of Common-Use Supplies for 3rd Quarter of 2024 not Available at DBM-PS

III. Schedule of Procurement Activity:

1. August 16, 2024
2. August 20, 2024
3. TBA
4. TBA

- Publication Period
- 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:		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 20, 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 3rd Quarter of 2024 not Available at DBM-PS

ABC: Php 69,760.00

PRICE SCHEDULE

NO.	QUANTITY	UNIT	ITEM	UNIT COST	TOTAL AMOUNT
1	6	pack	Battery, Dry Cell, Size AA, 4 pcs		
2	26	pack	Battery, Dry Cell, Size AAA, 4pcs		
3	10	pack	Biscuit, Crackers 25G X 10		
4	4	pack	Candy (50S)		
5	60	piece	Certificate Holder, A4		
6	7	bottle	Cleaner, Toilet Bowl And Urinal		
7	4	pack	Coffee Creamer, 5g x 48		
8	4	pack	Coffee, Stick, 2g x 48		
9	15	pouch	Detergent Powder, All Purpose, 1 kl		
10	4	pack	Disaposable Cup (50s)		
11	6	can	Disinfectant Spray		
12	2	pack	Disposable Glass (50s)		
13	6	piece	Gel Scented, Air Freshener		
14	3	bottle	Glass & Window Cleaner Spray - 500ml		
15	6	bottle	Hand Soap, Liquid		
16	13	bottle	Ink Refill, Epson 003, Black		
17	8	bottle	Ink Refill, Epson 003, Cyan		
18	8	bottle	Ink Refill, Epson 003, Magenta		
19	8	bottle	Ink Refill, Epson 003, Yellow		
20	6	pack	Laminating Film, A4		
21	50	piece	Marker, Permanent, Black		
22	20	piece	Marker, Permanent, Blue		
23	10	piece	Marker, Whiteboard, Black		
24	20	pack	Photo Paper, A4, 20 Pcs		
25	84	piece	Sign Pen, Extra Fine Tip (0.3), Black		
26	11	piece	Sign Pen, Extra Fine Tip (0.3), Blue		
27	30	piece	Sign Pen, Fine Tip (0.5), Black		
28	70	piece	Sign Pen, Fine Tip (0.5), Blue		
29	86	piece	Sign Pen, Medium Tip (0.7), Blue		
30	15	box	Staple Wire, Standard #35		
31	15	pack	Sticker Paper, A4, 50'S, Printable, Matte		
32	2	kilo	Sugar, Brown		
33	10	roll	Tape, Masking, 48 mm		

34	15	roll	Tape, Transparent, 48 mm		
35	95	pack	Tissue, Interfolded Paper Towel		
36	10	pack	Toilet Tissue Paper, 2 Ply, 12 rolls/pack		
37	12	pack	Trashbag, Large Size		
38	60	pack	Vellum Board Paper, 10s		

Prepared by:

Owner/Proprietor