

Opening of Bids Checklist

Name of Project: Supply and Delivery of Medicines, Dental Supplies and Equipments for School Health and Nutrition Section

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 December 9, 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 282,000.00
PROJECT TITLE = Supply and Delivery of Medicines, Dental Supplies and Equipments for School Health and Nutrition Section

III. Schedule of Procurement Activity:

- | | |
|---------------------|---------------------------------------|
| 1. December 6, 2024 | -Publication Period |
| 2. December 9, 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 December 9, 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 Medicines, Dental Supplies and Equipments for School Health and Nutrition Section

ABC: Php 282,000.00

PRICE SCHEDULE

NO.	QUANTITY	UNIT	ITEM	UNIT COST	TOTAL AMOUNT
1	13	Set	Aneroid Baxtel Sphygmomanometer Blood Pressure Monitor (100% Original) with double-head Stethoscope		
2	30	Bottle	Paracetamol Syrup forte, Strawberry flavor 250mg/5ml, 120ml		
3	4	Box	Carbocisteine 500mg/capsule, 100s		
4	15	Bottle	Betadine Povidine Iodine 120ml		
5	3	Box	Levocetirizine 5mg, tablet 100's/box		
6	20	Bottle	Ceterizine HCl 5mg/5ml Antihistamine Syrup 60ml grapes flavor		
7	25	Pack	Face Mask 3D face-lifting butterfly mask, 50 pcs/box		
8	6	Box	Paracetamol 500mg/tablet, 100's		
9	80	Pack	Sanitary Napkin (heavy flow) 280mm with wings 8's/pack		
10	3	Box	Phenylephrine HCl/Chlorphenamine Maleate/Paracetamol Tablet, non-drowsy 100's		
11	1	Box	Mefenamic Acid 500mg, film-coated tablet, 100's/box, non-steroidal anti-inflammatory drug		
12	20	Bottle	Lagundi Syrup for Kids 300mg/5ml, 120ml, grapes flavor		
13	15	Bottle	Dicycloverine HCl 10mg/5ml Syrup 60ml, strawberry flavor		
14	24	Bottle	Menthol+Methyl Salicylate+Camphor Oil Liniment with lavender scent 100ml		
15	11	Piece	Leukoplast Plastic Adhesive 2.5cm x 5m		
16	10	Piece	Hypromellose 3mg/ml 10ml eye drops		
17	20	Piece	Bandage Scissor 5 1/2" Stainless Steel		
18	20	Piece	Iris Forcep Straight, 5 1/2" Stainless Steel, good quality		
19	20	Piece	Kelly Forcep Straight 5 1/2", Stainless Steel, good quality		
20	63	Piece	Permethrine Shampoo, Sachet, 10mg/ml		
21	10	Pack	Menthol 3% + Methyl Salicylate 10%, Gel		
22	1	Box	Cinnarizine 25mg/tab 100's/box		
23	1	Box	Hyoscine Nbutylbromide 10mg 100's, 25 blisters x 4's		

24	6	Galloon	Alcohol 70% Solution with Active Germ Defense		
25	5	Box	Disposable Gloves 100's, Powder-Free, 100's, Size: Large		
26	5	Box	Disposable Gloves 100's, Powder-Free, 100's, Size: Small		
27	21	Piece	Digital Thermometer, good quality		
28	1	Box	Captopril 25mg tablet, 100's/box		
29	1	Box	Ibuprofen 200mg 100's/box		
30	1	Galloon	Disinfectant Concentrate, kills 99.9% of germs even when diluted, 4 liters		
31	30	Tube	Zinc Oxide Benzoic Acid Sulfur Salicylic Acid 15g		
32	1	Box	Metoclopramide 10mg 100's/box		
33	20	Piece	Menthol+Methyl Salicylate+Camphor Ointment 20g		
34	1	Set	Pedo Forcep		
35	3	Box	Cavity Varnish, 200's/box		
36	13	Pc	Gum Separator		
37	1	Pc	Portable Suction Machine/Portable Absorb Phlegm Apparatus; High Vacuum, Low Flow; Power Supply: AC220V; Input Power: 90VA; Dimension: 280cmx196cmx285cm		
38	1	Pc	Portable Dental Curing Light; Model: Curing; Dimensions: 19cmx16.5cmx7.5cm-1cm Pen-E		
39	1	Pc	Ultrasonic Scaler; Power Source Input: 220-240V-50Hz/60Hz 150mA; Main Unit Input: 24V-50Hz/60Hz 1.3A; Output Primary Tip Vibration Excursion: <100m; Output Tip Vibration Frequency: 28kHz+3kHz; Main Unit Fuse: T1.6AL250V		
TOTAL AMOUNT IN WORDS					

Prepared by:

Owner/Proprietor