

Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
 Government Center, Candahug, Palo, Leyte

COA FORM

TO: \_\_\_\_\_

PR NO: 21-07-411

DATE: August 13, 2021

End User: HNU/ESSD

## REQUEST FOR QUOTATION

Sealed proposal plainly marked Proposal to supply materials to the Government subject to terms and condition contained herein will be received at the BAC office, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte, and publicly opened in the presence of the Bids and Awards Committee.

QTY	UNIT	ARTICLE	UNIT PRICE	TOTAL
<b>PROCUREMENT FOR OFFICE AND IT SUPPLIES USE FOR SCHOOL HEALTH SECTION (SHS)</b>				
pcs	500	Laminating Film, Long		
btl	5	Ink-664 Black (Epson)		
btl	5	Ink-664 cyan(Epson)		
btl	5	Ink-664 magenta (Epson)		
btl	5	Ink-664 yellow (Epson)		
btl	10	Ink Brother-black BTD60BK		
btl	10	Ink Brother-CYAN BT5000C		
btl	10	Ink Brother-magenta BT5000M		
btl	10	Ink Brother-yellow BT5000Y		
set	30	Battery AA (2pcs/set)		
set	30	Battery AAA (2pcs/set)		
pcs	2	Printer DCP-T820DW Ink Tank Printer		
pcs	2	Office Chair (360" Swivel Function Black Mesh Backrest Black)		
pcs	1	UPS for desktop		
<b>For more technical details on the procurement contact End User</b> Proponent Office: <u>HNU/ESSD</u> Focal Person: <u>DR. MA. ELSA N. GERONA</u> Contact Number: <u>(053) 832-2997/ 323-7030</u> Medical Officer IV E-Mail Address: <u>region8@deped.gov.ph</u>				

**APPROVED BUDGET OF THE CONTRACT (ABC):** Php 105,198.00

**DEADLINE OF SUBMISSION OF REQUEST FOR QUOTATION (RFQ):** August 17, 2021 | 5:00 PM

**REQUIREMENTS IN CANVASSING/TERMS AND CONDITIONS:**

- A) New participating Supplier in the procurement shall submit the RFQ with attached requirements indicated below immediately upon submission to the BAC Secretariat in which these documents shall be evaluated and validated by the BAC through the Technical Working Group (TWG) to determine if the supplier is technically, legally, and financially capable prior to the award of the Purchase Order (PO);
  1. Mayor's Permit issued by the City/Municipality where the principal place of he business is located.
  2. PhilGEPS Registration Number
  3. Omnibus Sworn Statement (to be required if the ABC is above Fifty Thousand Pesos (Php50,000.00).
- B) Regular Suppliers whose documents mentioned above are already available in the file of the BAC Office may opt not to submit the requirements, but the supplier must ensure that these documents are updated. However, these documents are still subject for review by the BAC through the TWG during post qualification.
- C) Failure to submit/update the above-mentioned requirements shall be ground for disqualification.
- D) Place of delivery of the RFQ, DepEd Regional Office VIII, Government Center, Candahug, Palo, Leyte within the agreed delivery period.
- E) Absence and/ or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.
- F) Quotation that EXCEEDS the Approved Budget of the Contract (ABC) SHALL BE REJECTED.
- G) This RFQ is the standard form that suppliers must follow, thus NO SUBSTITUTE RFQ FORM SHALL BE ACCEPTED.
- H) The Department of Education, Regional Office VIII 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.

**BIDDER'S DECLARATION:**

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated. These terms and conditions specified above are hereby offered.

**Canvassed by:**

\_\_\_\_\_  
 (Authorized Signature Over Printed Name)

TIN: \_\_\_\_\_ Contact No. \_\_\_\_\_

\_\_\_\_\_  
 (Signature Over Printed Name)

Approved: SGD  
BEBIANO I. SENTILLAS, CESO V  
 BAC Chairman

**NOTE:** Place this inside the official envelope sealed with your signature across the opening part, and personally deliver this to DepEd RO VIII Bids and Awards Committee, (Attn: The BAC Chairman).

OPENED:	
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____