



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
BIDS AND AWARDS COMMITTEE



Room 508, 5th Floor Mabini Building, DepED Complex, Meralco Avenue, Pasig City, Philippines

Website: <http://www.deped.gov.ph>; e-mail: deped_procurementservice@yahoo.com

Direct Line: 636-65-43 / Telefax: 636-65-42

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Request for Quotation

Date: **May 26, 2010**

Quotation No. **TWG-SBM-10-05-068-NP**

To all Eligible Suppliers:

- I. Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions of this RFQ, and submit your sealed quotation duly signed by your representative at DepED Procurement Service, Rm. 508, 5th Flr., Mabini Bldg., DepED Complex, Meralco Ave., Pasig City. For more information please call DepED-PS at Telephone Nos.: 636-6542, 636-6543, 633-9343 or browse DepED Website at www.deped.gov.ph. The BAC I, upon receipt of at least three (3) quotations within seven (7) calendar days from the posting of RFQ, shall prepare an abstract of quotations. **Prospective service provider shall be responsible to verify details of items described below with the DepEd Technical Working Group-School Based Management (TWG-SBM) at Telephone Nos. (02) 631-9993.**

JESUS G. GALVAN

Assistant Secretary & BAC I Chairperson

II.

ITEMS & DESCRIPTION		No. of Quantity	Statement of Compliance (State "Comply" or "Not Comply")	Unit Price	TOTAL PRICE
Packaging and Delivery of School-Based Management (SBM) Advocacy Materials to different Division Offices					
Approved Budget for the Contract (ABC): Php400,000.00					
SBM Primers	a. School-Based Management	8,734 sets			
	b. School Leadership				
	c. School Accountability				
	d. School-Community Partnership				
SBM Manuals	a. Assessment of SBM Practices	6,520 copies			

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Supplier's Name:		TIN No.:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Service Provider's Authorized Representative Signature over Printed Name:			Date:

III. Terms and Conditions

1. Submission of Requirements

1. Quotations and other requirements stated below shall be addressed to the Bids and Awards Committee I (BAC I) Chairperson c/o BAC I Secretariat at Rm. 508, 5th Floor, Mabini Bldg., DepED Complex, Meralco Avenue, Pasig City, Philippines 1603. If quotation is sealed please indicate in the envelope the quotation number and name of bidder.
2. The Supplier with the Lowest Calculated Bid (LCB) shall submit the requirements indicated below within three (3) days from receipt of notice from the BAC I, which documents shall be validated during post-qualification to determine if the service provider is technically, legally and financially capable prior to the award of contract.
 - a. Tax Clearance per Executive Order 398, Series of 2005;
 - b. Latest income and business tax return (2009);
 - c. Latest Certificate of PhilG-EPS Registration;
 - d. Valid and current Mayor's Permit/Municipal License.

2. Award

The supplier who submitted the lowest calculated responsive quotation shall be awarded the Purchaser Order/ Contract after evaluation of the BAC. Award shall be made on a per package basis.

3. Packaging and Delivery

- Delivery of Goods shall be made to different Division Offices. **Please refer to the attached Allocation List.**
- Upon delivery of the Goods, the supplier shall present the following documents to the Purchaser:
 - i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price, and total price.
 - ii. Original and 4 copies of Delivery Receipts
 - iii. Original Statement of Accounts
 - iv. Approved Purchaser Order
 - v. Warranty Certificate

4. Evaluation of Quotations

Quotations shall be compared and evaluated on the basis of the following criteria:

1. Completeness of Submission of requirements
2. Compliance with Technical Specifications
3. Price

5. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/equipment, 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 purchase order issued to the supplier.
2. Supplier shall pick-up the P.O./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. Thereafter, if the contract remains unclaimed, the contract shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from opposing or submitting substitute quotation(s) or item(s).

3. Supplier who accepted a contract but failed to deliver the required Goods within the time called for in the contract shall be disqualified from participating in DepED or any DepED units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its IRR-A against the supplier.

4. Rejected deliveries shall be construed as non-delivery, shall be replaced by the supplier subject to liquidated damages for delayed deliveries.

5. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.

6. As a pre-condition to payment, Importation Documents specifically showing the conditions and serial numbers of the imported equipment purchased shall be submitted by the supplier to the Department of Education.

7. All transactions are subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

6. Packing

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the Project Site. Goods shall be packed in boxes with label identifying content and quantity per box, and other applicable packaging symbols with the name of the Purchaser. **Please refer to the attached Packaging Requirements.**

7. Inspection

1. All deliveries by suppliers shall be subject to the inspection, and acceptance by the DepEd Inspection Team and the end-user.
2. For the purpose of this condition, Purchaser's representative at Project Site is Ms. Marites L. Ablay of the Property Division of DepED.

8. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

9. Warranty

Warranty shall be for a period of six (6) months for supplies and materials, and one year in case of equipment reckoned from date of acceptance of the Goods at Project Site.

10. Payment

One hundred percent (100%) of the Contract Price shall be paid to the supplier after acceptance of the Goods at the Project Site and submission of the documents provided under **C. Delivery**.

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I/We, quote you on the item/s at price noted in the RFQ. The quotation shall be binding upon us for thirty (30) calendar days reckoned from last day of submission indicated in the Submission Requirements. The corresponding Award on Purchase Order shall be accepted by us at any time before expiration of this period.

Bidder's Statement of Compliance (State "Comply" or "Not Comply"): _____

Bidder's authorized representative's signature over printed name: _____

PACKAGING REQUIREMENTS

Packing: Based on allocation per Region, Division and Schools nationwide

The Manuals shall be placed in unused corrugated cartons (equivalent or better) packed and sealed to withstand rough handling. **(Carton label is subject to approval of DepED-TWG-SBM prior to mass printing.)**

Each package shall contain Manuals wrapped and sealed in a 3-mil thick polyethylene plain plastic bag (machine-sealed) or shrink packed using gauge 75 Polyolefin Film (POF) for adequate protection against moisture and water damage.

For cartons with overlap joints, the overlap joints shall be fixed by high grade glue and its outside joint shall be reinforced by a 50.8 mm packing tape or better. Tin/staple wires shall not be used to reinforce the joints.

Package shall be reinforced with at least 12.7 mm wide plastic strap with tin or other appropriate seal. Supplier may introduce better carton reinforcement, e.g., shrink packing with provision for convenient handling, subject to approval of the Purchaser.

Top, bottom, and flap ceiling: 50.8mm packing tape or better. The materials to be used in the manufacture or corrugated boxes shall be kraft liner board (equivalent or better).

Bidder's Statement of Compliance (State "Comply" or "Not Comply"): _____

Bidder's authorized representative's signature over printed name: _____

ALLOCATION LIST

	PRIMERS (By set)	Manuals (Copy)
Region I		
Divisions		
> Dagupan City	3	-
> Ilocos Norte	242	125
> Ilocos Sur	343	125
> La Union	228	100
> San Fernando	6	-
> Laoag City	9	-
> Pangasinan I	457	150
> Pangasinan II	359	100
> Urdaneta City	20	10
> Alaminos City	14	10
> Candon City	3	-
> Vigan City	6	-
> Batac City	-	-
TOTAL	1,690	620
Region II		
> Batanes	-	-
> Isabela	732	125
> Nueva Viscaya	-	10
> Quirino	-	40
> Tuguegarao City	-	-
> Cauayan City	-	-
> Santiago	-	-
TOTAL	732	175
Region III		
> Angeles City	9	20
> Bataan	45	100
> Bulacan	318	200

> Cabanatuan City	14	10
> Nueva Ecija	300	125
> Olongapo	0	10
> Pampanga	348	100
> Tarlac	0	20
> Zambales	202	120
> Balanga City	0	10
> Gapan City	11	20
> Malolos City	12	20
> San Fernando City	5	5
> San Jose del Monte City	6	15
> Tarlac City	353	100
> Munoz Science City	4	10
TOTAL	1,627	885
Region IV-A		
> Batangas	300	100
> Batangas City	-	50
> Cavite	423	200
> Cavite City	-	-
> Laguna	82	100
> Lipa City	-	30
> Lucena City	-	15
> Rizal	-	130
> San Pablo City	-	30
> Antipolo City	-	20
> Calamba City	70	30
> Tanauan City	-	20
> Sta. Rosa City	24	15
TOTAL	899	740
Region IV-B (MIMAROPA)		
> Marinduque	200	100
> Oriental Mindoro	400	150
> Puerto Princesa City	75	40

> Romblon	250	100
> Calapan City	50	30
TOTAL	975	420
Region V		
> Albay	-	50
> Camarines Norte	-	50
> Catanduanes	-	50
> Iriga City	-	10
> Legaspi City	-	10
> Naga City	-	10
> Sorsogon	-	50
> Sorsogon City	-	20
> Ligao City	-	20
> Masbate City	-	20
> Tabaco City	-	20
TOTAL	0	310
Region VI		
> Aklan	80	40
> Bacolod City	7	5
> Bago City	16	15
> Guimaras	14	10
> Iloilo City	15	25
> Kabankalan City	30	40
> Sagay City	60	30
> San Carlos City	14	25
> Silay City	16	25
> Passi City	8	15
TOTAL	260	230
Region VII		
> Bais City	-	25
> Cebu	600	300
> Cebu City	48	50

> Dumaguete City	-	10
> Lapu-Lapu City	-	30
> Mandaue City	-	15
> Siquijor	-	30
> Toledo City	-	30
> Talisay City	-	15
> Bayawan City	-	25
> Danao City	-	30
> Tagbilaran City	-	10
> Tanjay City	-	25
> Guihulngan City	-	25
> Carcar City	-	20
> Bogo City	-	15
TOTAL	648	655
Region VIII		
> Biliran	-	75
> Calbayog City	-	75
> Eastern Samar	115	150
> Ormoc City	-	30
> Southern Leyte	-	175
> Tacloban City	-	15
> Maasin City	44	30
TOTAL	159	550
Region IX		
> Dapitan City	58	30
> Dipolog City	48	20
> Pagadian City	78	40
> Isabel City	49	30
TOTAL	233	120
Region X		
> Cagayan de Oro City	-	30
> Camiguin	-	10

> Iligan City	-	30
> Ozamis City	-	5
> Oroquieta City	-	-
> Tangub City	-	10
TOTAL	0	85
Region XI		
> Davao City	350	150
> Digos City	38	25
> Panabo City	54	35
> Tagum City	38	25
> Samal City	63	40
> Mati City	62	40
TOTAL	605	315
Region XII		
> Cotabato City	35	20
> Gen. Santos City	86	50
> Koronadal City	51	30
> Kidapawan City	63	40
> Tacurong City	29	15
TOTAL	264	155
Region XIII (CARAGA)		
> Butuan City	-	95
> Siargao	38	100
> Surigao City	-	50
> Surigao del Sur	141	200
> Bislig City	-	40
> Dinagat islands	-	75
TOTAL	179	560
ARMM		
> Lanao del Sur I-B	175	50
> Marawi City	69	30

> Shariff Kabunsuan	175	50
> Lamitan	44	20
TOTAL	463	150
CAR		
> Abra	-	150
> Baguio City	-	-
> Benguet	-	150
> Ifugao	-	150
> Mt. Province	-	100
TOTAL		550
TOTAL QUANTITY	8,734 sets	6,520 copies

Bidder's Statement of Compliance (State "Comply" or "Not Comply"):

Bidder's authorized representative's signature over printed name: _____