



DEPARTMENT OF EDUCATION  
**DIVISION OF CEBU PROVINCE**  
 SUDLON, LAHUG, CEBU CITY



**Request for Quotation**

Date : February 1, 2021  
 Quotation No. : 003- 2021  
 Mode of Procurement : Small Value Procurement

**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. Quotations and the required documents should be placed on sealed envelope and **to be delivered personally** to the Bids and Awards Committee (BAC) Chairperson c/o BAC Secretariat at BAC Office, IPHO Building, Sudlon, Lahug Cebu City by **company's authorized representative not later than February 5, 2021**. The BAC will not entertain proposals send through email or other electronic means.

Quotation that exceeds the ABC shall be rejected. Please indicate in the envelope the Quotation Number, name of the prospective supplier, contact number and official address. Prospective supplier shall be responsible to verify the quoted items with the BAC Secretariat at Tel No. (032) 520-3216 local 109.

  
**CARTESA M. HERICO, EdD**  
 BAC Chairman

Item No.	Item Description	Quantity	Unit	Amount
	CLERICAL TABLES Desc: With drawer and side cabinet With side CPU holder & keyboard holder Color: Light Brown Dimension: 120x60x75cm	66	units	
	OFFICE CHAIRS Desc: With Arm, Chrome Base With BIFMA Gaslift for height adjustment High Density Foam Mesh black seat & back rest	86	units	
	EXECUTIVE CHAIR Desc: High back, Chrome base, Tilting function Bifma Gaslift Color: Black	1	unit	
	OFFICE TABLE Desc: With Fixed Drawer + Mobile Cabinet Metal Black	1	unit	
<b>ABC: P961,000.00 (For Division Office use)</b>				

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

Supplier's Company Name:		TIN:	
Address:			

Telephone No.:		Fax No.:		e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:				Date:	
		PR No. 02.0010.002 dated 02/01/2021			

## II. Terms and Conditions

### A. Submission of Requirements

1. Quotation shall be attached with the following documents in order to determine if the service providers are technically, legally and financially capable prior to the award of contract:

- a. Latest Income Tax Returns
- b. Phil-GEPS Registration; and
- c. Current Mayor's Permit issued by the City or Municipality where the principal's place of business of the prospective bidder is located.
- d. Certificate of Registration

2. Quotations without the required documents will be automatically disqualified.

3. Upon receipt of at least (3) quotations, the BAC shall have the option to open the quotations on or before the submission deadline.

### B. Price Validity

Price should be valid thirty (30) calendar days after the deadline of submission of quotation.

### C. Award

1. The provider who submitted the lowest calculated responsive quotation and who passed post qualification conducted by the BAC and end-user shall be awarded the contract. Evaluation and award shall be for the whole package.
2. In case of tie of two or more Bidders whose bids are determined and declared as the Lowest Calculated and Responsive Bids (LCRB) having been Post-Qualified, the method to be break the tie is "draw lots" which is non-discretionary and non-discriminatory.
3. In case of non-appearance of one party, it waives the right to participate in the drawing of lots but not in the acceptance of award if declared as winner.

### D. Evaluation of Quotations

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

1. Price Quotation;
2. Compliance with Item and Description Requirements; and
3. Completeness of documents submitted.

### E. Instructions

1. Provider shall be responsible to provide the services as indicated in the RFQ. Failure of the provider to comply with this provision shall be ground for cancellation of the award or purchase order issued to the provider.
2. Provider who accepted a contract but failed to deliver as required shall be disqualified from participating in DepEd Cebu Province Division's future procurement activities. This is without prejudice to the imposition of other sanction prescribed under R.A. 9184 and its revised IRR against the supplier.
3. All duties, excise, and other taxes and revenue charges shall be paid by the provider.
4. 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.

### F. Liquidated Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay.

### G. Reservation Clause

DEP-Ed Cebu Province Division reserves the right to reject any and all quotation, not to award the purchase order or annul the bidding process without thereby incurring any liability to the affected parties.

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

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Bidder's Authorized Representative  
Date: \_\_\_\_\_