

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

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

PR NO: 21-04-278  
 DATE: July 28, 2021  
 End User: Finance Division

**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 until \_\_\_\_\_, and publicly opened in the presence of the members of the committee on Awards or their Authorized representative and the bidders and or their representative.

QTY	UNIT	ARTICLE	UNIT PRICE	TOTAL
		<b>PROCUREMENT FOR Various ICT Devices for Use of DepEd RO8 Finance Division</b>	<b>ABC OFFER</b>	
12	pcs	Headphone with Mic and Noise Cancellation	2,000.00	
12	pcs	Camera for Desktop, HD 1080P,720P 4K webcam	1,000.00	
1	set	Laminating Machine, Heavy Duty	3,000.00	
1	unit	Binding Machine, Heavy Duty	5,000.00	
3	unit	Monitor, Desktop, 24"	2,000.00	
3	unit	External Hard Drive, 1TB	4,000.00	
1	unit	Printer 3n1, continuous ink supply	10,000.00	
2	unit	Dsktop Power Supply 80+, 600 watts	2,500.00	
1	unit	Apple USB Ethernet Adapter	2,000.00	
2	unit	Copmputer System Unit ( CPU ) , ( See Specs )	14,500.00	
<b>For more technical details on the procurement contact End User</b>				
Proponent Office: <u>FINANCE</u>		Focal Person: <u>ALMA E. SUYOM</u>		
Contact Number: <u>(053) 832-4624</u>		Chief Finance Division		
E-Mail Address: <u>finance.region8@deped.gov.ph</u>				

**APPROVED BUDGET OF THE CONTRACT (ABC):** Php 108,000.00

**DEADLINE OF SUBMISSION OF REQUEST FOR QUOTATION (RFQ):** August 2, 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
  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.
- I) Suppliers quotation that EXCEEDS the approved Budget (ABC) per line items SHALL BE REJECTED.

**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.

\_\_\_\_\_  
 (Authorized Signature Over Printed Name)  
**TIN: \_\_\_\_\_ Contact No. \_\_\_\_\_**

**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).

**Canvassed by:**  
 \_\_\_\_\_  
 (Signature Over Printed Name)

OPENED:	DATE:
_____	_____
_____	_____
_____	_____
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