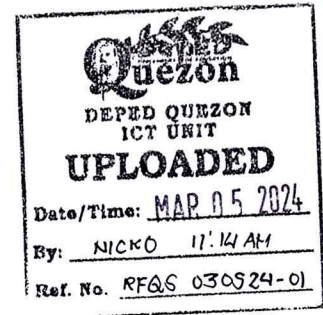




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2024-013-RFQS
Date :February 22,2024

REQUEST FOR QUOTATION

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake a **Negotiated Procurement through Small Value Procurement** for the requirement on **“CONDUCT OF SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT / HARDWARE IN SDO QUEZON”** for the period **February to October 2024**, in accordance with Section 53.2 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project** : **CONDUCT OF SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT / HARDWARE IN SDO QUEZON**
- Approved Budget for the** : **Two Hundred Twenty Eight Thousand Pesos Only (P228,000.00)**
- Specifications** : **See attached Annex “A” for the detailed requirements**
- Location** : **DepEd Division of Quezon**
- Delivery Term** : **Within February to October 2024 (247cd) upon receipt of Notice to Proceed**

Interested suppliers are required to submit their valid and current Mayor’s permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration and Omnibus Sworn Statement, upon submission of quotation. PhilGEPS Platinum Membership may be submitted in lieu of the Mayor’s/ Business Permit and the PhilGEPS Registration Number.

Award of contract shall be made to the lowest quotation on a per lot basis, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

DEPEDQUEZON-TM-SDS-04-025-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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Any interlineations, erasures or overwriting shall be valid only if there are signed or initialed by the bidder or his/her duly authorized representative/s.

Submission of quotation and eligibility documents is on or before 10:00 p.m. of February 26, 2024 at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

JOEPI F. FALQUEZA, EdD
BAC Chairman
DepEd- Division of Quezon
Talipan, Pagbilao, Quezon

For inquiries, you may contact us at tel. nos. 042-784-0366 look for Floricel R. Lagos

Very truly yours,


JOEPI F. FALQUEZA, EdD
BAC Chairman

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Annex "A"

PRICE QUOTATION FORM

Date _____

The Bids and Awards Committee
 DepED, Division of Quezon
 Talipan. Pagbilao, Quezon

Sir/Madam:

Project Description	Item No.	Item Description	Qty	Unit Cost	Total Cost	Supplier Unit Cost	Supplier Total Cost
CONDUCT OF SERVICES ON REPAIR AND REPLACEMENT OF PARTS OF ICT EQUIPMENT / HARDWARE IN SDO QUEZON	1	Computer Repair / Replacement of Parts/ Hardware	55 units		288,000.00		

TOTAL ABC-----P228,000.00

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder

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DepEdTayoQuezon

www.depedquezon.com.ph

quezon@deped.gov.ph



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CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION

Class "A" Documents

1. Legal Documents

- Philgeps Registration
- Mayor's/Business Permit
- DTI or SEC Registration
- BIR Certificate of Registration
- Income/Business Tax Return (for ABCs above 500k)

2. Technical Documents

- Notarized Omnibus Sworn Statement
- Authority of the Signatory

3. Financial Documents

- Original of duly signed and accomplished Quotation Form;

Class "B" Documents

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable

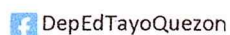
Notes:

1. All documents must be prepared in **two (2) sets of copies, one (1) original copy and one (1) photocopy**
2. The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to disqualification of proposal.

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