



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III – Central Luzon
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY
San Ignacio St., Poblacion, City of San Jose del Monte 3023



REQUEST FOR QUOTATION (RFQ)

(Negotiated Procurement – Small Value Procurement 53.9)

Repair and Rehabilitation of School Building in Sapang Palay National High School

The DepEd, Division of San Jose del Monte City, through its bids and Awards Committee intends to apply the sum of **Php 240,602.94** being the Approved Budget for the Contract (ABC) to payment under the contract for the Repair and Rehabilitation of School Building in Sapang Palay National High School. Bids received in excess of the ABC shall be automatically rejected at Bid Opening.

Lot No.	Project Description	Location	ABC (PhP)	Contract Duration
1	Repair of One (1) Classrooms in SPNHS	City of SJDM	240,602.94	30 cd

1. Procurement will be conducted in consonance with Section 53.9 (Small Value Procurement) of the Revised Implementing Rules and Regulations Part A (IRR-A) of Republic Act 9184, otherwise known as the "Government Procurement Reform Act". Only Sealed Bids/Canvass from eligible bidders will be opened and the BAC shall recommend to the HOPE the award of contract in favor of the contractor with the Single or Lowest Calculated Responsive Quotation.
2. The forms, which are part of the quotation documents, shall be the same forms to be submitted by the proponents for their compliance with the schedule of requirements. Non-compliance there with shall be a ground for disqualification. The "No Contact Rule" shall apply. Bidders are not allowed to call or talk to any member of the BAC, TWG, or Secretariat right after the opening of the eligibility and quotation documents.
3. Prospective Bidders are strongly encouraged to order the electronic copy of the Bidding Documents from the PhilGEPS website for them to be included in the Document Request List of the project.
4. Opening of Bids/Canvass shall be on October 19, 2018 10:00 AM at the Division Office Conference Room.
5. The proponent determined to have the Single or Lowest Calculated Bid shall be required to furnish the BAC a copy of the following documents within three (3) calendar days from receipt of notice thereof:
 - 1) Certificate of PhilGEPS Registration;
 - 2) Tax Clearance per Executive Order 398, Series 2005
 - 3) Latest Income and Business Tax Returns per Revenue Regulations 3-2005
6. The DepEd, Division of San Jose del Monte City 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.

For inquiry, you may call the BAC Secretariat at telephone no. 044-8152815

Very truly yours,


DR. MARIA CARMEN P. CUENCO, CESO VI
BAC Chair

Checklist of the Eligibility-Technical and the Financial Component Documents for Bidders

I. Technical Component Envelope

Eligibility Requirements

Class "A" Documents

- 1 PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR (GPPB Circular 07-2017 dated July 31, 2017 Deferment of Mandatory Submission of PhilGEPS Certificate of Registration and Membership – Bidders may still submit their Class A Eligibility Documents required to be uploaded and maintained current and updated in PhilGEPS)
- 2 Original and duly signed Omnibus Sworn Statement (OSS) in accordance with Section IX, Bidding Forms, in case of corporation, partnerships, joint venture, or cooperative, submit also the following:
 - a. Notarized Secretary's Certificate (refer to paragraph no. 2 of the OSS)

II. Financial Component

Mandatory Requirements:

- 1 Original duly signed and priced Financial Bid Form
- 2 Original duly signed and priced Program of Works
- 3 Original duly signed and priced Bill of Quantities

III. To facilitate the post-qualification, the bidder at its option may submit in advance, i.e., on the deadline for submission and receipt of bids, the documents below as required in Section II, ITB Clause 28.2, in a separate envelope as follows:

- 1 Latest income and business tax returns in the following form:
 - a. Printed copies of the electronically filed latest Income Tax and Business Tax Returns with a copy of their respective Payment Confirmation forms for the immediate preceding calendar/tax year from the authorized agent bank;

VI. TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of thirty (120) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the single or lowest responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. After delivery and upon the submission of the required supporting documents, i.e. Order Slip and/or billing statement, invoice by the contractor, the DepED- CSJDM shall make payment through bank transfer in favor of the supplier/contractor.
9. Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepED - CSJDM shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.