



Republic of the Philippines
Department of Education
 Region III
SCHOOLS DIVISION OF AURORA

REQUEST FOR QUOTATION
PROCUREMENT OF REMEDIATION PACKAGES FOR READING PROGRAMS
RFQ NO. 2024-08-335

Sir/Madam:

Please quote your best quotation for the item/s described below using the Price Quotation Form (see Annex "B" of the Request for Quotation), subject to terms and conditions stated in the RFQ.

Unit	Quantity	Item/Description	APPROVED BUDGET FOR THE CONTRACT
		Procurement and Delivery of LRs	P 1,620,000.00
sets	81	English Reading Kit Level 1 Package	
		SPECIFICATIONS:	
		Sets of Reading Resources that address the Phonics components of reading	
		Picture Cards -50 pcs., 11 in.X 8.5 in., Cover-C2s # 220-4 colors lamination, Inside-C2S # 220-one color	
		Phonetic Alphabet Posters -27 pcs, 11 in. x 8.5 in., Cover-C2S # 220-4 colors-UV lamination,Inside-C2S # 220-one color	
		Phonetic Vocabulary Posters -26 pcs,11 in. x 8.5 in., Cover-C2S # 220-4 colors-UV lamination,Inside-C2S # 220-one color	
		Dolch Sight Word Chart -5 leaves-36 in. x 24 in. tarpaulin with wood and rope handle;	
		Word Formation Cards -C2S # 220 4 in.x 8 in. James Burn Double Loop Wire, A vowels 8 leaves & 61 leaves, E vowels 4 leaves & 30 leaves, I vowels 7 leaves and 45 leaves, O vowels 8 leaves and 42 leaves, U vowels 8 leaves and 41 leaves;	
		CVC Word Chart -5 leaves-24 in. x 36 in. tarpaulin with wood and rope handle;	
		Pupil's Assessment Manual -8 1/4 in. x 10 3/4 in., 72 pages excluding 4 pages cover, Cover: Foldcote 12, 4 colors + 1 Inside UV Lamination, Inside: News-print-one color	
		Sets of Flashcards	
		Dolch Sight Words Flashcards -C2S # 220 4 in. x 8 in. loose with plastic envelope, 100 leaves excl. cover;	
		Dolch Sight Phrase Cards -79 leaves excl. cover, C2S # 220 4 in. x 8 in. loose with plastic envelop;	
		CVC Word Cards -C2S # 2204 in. x 8 in. loose with plastic envelop, A vowels - 53 leaves, E vowels 26 leaves, I vowels- 38 leaves, U vowels - 34 leaves, O vowels-35 leaves	
TOTAL			P 1,620,000.00



Address: So. Hiwalayan, Brgy. Bacong, San Luis, Aurora
 Contact No.: (042) 724-9190
 Email Address: aurora@deped.gov.ph
 Official Website: www.deped-aurora.com

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* The ABC is understood to be the ceiling price; offers must not exceed the ABC provided.


Deadline for submission and receipt of quotation, together with the following documents, duly signed by you or your duly authorized representative, shall not be later than **September 12, 2024**.

- Mayor's Permit for 2024
- PhilGEPS Registration Number (Organization ID or screenshot from PhilGEPS Website);
- Brochure or Technical Data Sheet, if applicable;
- Annual Income Tax Return CY 2023 or Latest Business Tax Return (from April to September; filed through the Electronic Filing and Payment System (EFPS));
- Omnibus Sworn Statement;
- Compliance with the Schedule of Requirements (Annex "A");
- The Price Quotation Form (Annex "B");

Only one (1) set of documents certified to be true copies of the original shall be required.

Proposals and other documents required may be sent electronically through procurement.depedaurora@deped.gov.ph
Electronically prepared and/or hard copies of the proposals and documents must be submitted through the SDO Records Section on or before the deadline of submission as stated in this RFQ.

Late submission of quotations shall not be accepted and considered.


ERLEO T. VILLAROS PhD
Chairperson, Bids and Awards

Note: Please indicate statement of compliance of the Technical Specifications Form by clearly indicating "COMPLY"



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Annex "A"

SCHEDULE OF REQUIREMENTS

Unit	Quantity	Item/Description	Delivery Period
	Procurement and Delivery of LRs	English Reading Kit Level 1	Within 30 days upon receipt of Notice to Proceed
sets	81	English Reading Kit Level 1	
		Package	
		SPECIFICATIONS:	
		Sets of Reading Resources that address the Phonics components of reading	
		Picture Cards -50 pcs., 11 in.X 8.5 in.,	
		Cover-C2s # 220-4 colors lamination,	
		Inside-C2S # 220-one color	
		Phonetic Alphabet Posters -27 pcs, 11 in.	
		x 8.5 in., Cover-C2S # 220-4 colors-UV	
		lamination,Inside-C2S # 220-one color	
		Phonetic Vocabulary Posters -26 pcs,11 in.	
		x 8.5 in., Cover-C2S # 220-4 colors-UV	
		lamination,Inside-C2S #220-one color	
		Dolch Sight Word Chart -5 leaves-36 in. x 24 in. tarpaulin with wood and rope handle;	
		Word Formation Cards -C2S # 220 4 in.x 8 in. James Burn Double Loop Wire, A vowels 8 leaves & 61 leaves, E vowels 4 leaves & 30 leaves, I vowels 7 leaves and 45 leaves, O vowels 8 leaves and 42 leaves, U vowels 8 leaves and 41 leaves;	
		CVC Word Chart -5 leaves-24 in. x 36 in. tarpaulin with wood and rope handle;	
		Pupil's Assessment Manual -8 1/4 in. x 10 3/4 in., 72 pages excluding 4 pages cover, Cover: Foldcote 12, 4 colors +1 Inside UV Lamination, Inside: News-print-one color	
		Sets of Flashcards	
		Dolch Sight Words Flashcards -C2S # 220 4 in. x 8 in. loose with plastic envelope, 100 leaves excl. cover;	
		Dolch Sight Phrase Cards -79 leaves excl. cover, C2S # 220 4 in. x 8 in. loose with plastic envelop;	
		CVC Word Cards -C2S # 2204 in. x 8 in. loose with plastic envelop, A vowels - 53 leaves, E vowels 26 leaves, I vowels- 38 leaves, U vowels - 34 leaves, O vowels-35 leaves	

Project Site:

Training Venue/Schools Division Office
 Brgy. Bacong, San Luis, Aurora

Contact person: **JEFFREY C. RESUEÑO, PhD**



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Head, BAC Secretariat
procurement.depedaurora@deped.gov.ph
0963-768-8896

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

Name of Company

Signature over Printed Name of
Authorized Representative

Date



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Annex "B"

Price Quotation Form

Date: _____
RFQ No. 2024-08-335

The Chairperson, Bids and Awards Committee
 Schools Division Office
 Brgy. Bacong
 San Luis, Aurora

Sir/Madam:

Having examined the Request for **Quotation No. 2024-08-335 which includes the Technical Specifications and Delivery Schedule**, the receipt of which is hereby duly acknowledged, the undersigned offers to _____ in conformity with the said Request for Quotation for the sums stated hereunder:

UNIT	QUANTITY	ITEM/DESCRIPTION	UNIT PRICE	TOTAL PRICE
	Procurement and Delivery of LRs	English Reading Kit Level 1		
sets	81	English Reading Kit Level 1		
		Package		
		SPECIFICATIONS:		
		Sets of Reading Resources that address the		
		Phonics components of reading		
		Picture Cards -50 pcs., 11 in.X 8.5 in.,		
		Cover-C2s # 220-4 colors lamination,		
		Inside-C2S # 220-one color		
		Phonetic Alphabet Posters -27 pcs, 11 in.		
		x 8.5 in., Cover-C2S # 220-4 colors-UV		
		lamination,Inside-C2S # 220-one color		
		Phonetic Vocabulary Posters -26 pcs,11 in.		
		x 8.5 in., Cover-C2S # 220-4 colors-UV		
		lamination,Inside-C2S # 220-one color		
		Dolch Sight Word Chart -5 leaves-36 in. x		
		24 in. tarpaulin with wood and rope		
		handle;		
		Word Formation Cards -C2S # 220 4 in.x		
		8 in. James Burn Double Loop Wire, A		
		vowels 8 leaves & 61 leaves, E vowels		
		4 leaves & 30 leaves, I vowels 7 leaves		
		and 45 leaves, O vowels 8 leaves and		
		42 leaves, U vowels 8 leaves and 41		
		leaves;		
		CVC Word Chart -5 leaves-24 in. x 36 in.		
		tarpaulin with wood and rope handle;		
		Pupil's Assessment Manual -8 1/4 in. x 10		
		3/4 in., 72 pages excluding 4 pages		
		cover, Cover: Foldcote 12, 4 colors + 1		
		Inside UV Lamination, Inside: News-		
		print-one color		
		Sets of Flashcards		
		Dolch Sight Words Flashcards -C2S # 220		
		4 in. x 8 in. loose with plastic envelope,		
		100 leaves excl. cover;		
		Dolch Sight Phrase Cards -79 leaves excl.		
		cover, C2S # 220 4 in. x 8 in. loose with		
		plastic envelop;		



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		CVC Word Cards-C2S # 2204 in. x 8 in.		
		loose with plastic envelop, A vowels -		
		53 leaves, E vowels 26 leaves, I vowels-		
		38 leaves, U vowels - 34 leaves,		
		O vowels-35 leaves		

TOTAL PRICE IN WORDS: _____

We undertake, if our Proposal is accepted, to deliver the goods as identified in the Technical Specification and in accordance with the Schedule of Requirements.

Until a formal Contract is prepared and executed, this price quotation, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

However, we understand that you are not bound to accept the lowest or any Quotation you may receive.

Dated this _____.

 Name /Signature/ Designation / Capacity

Duly authorized to sign Quotation for and on behalf of:

 Company / Address / Contact No.



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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 (30) 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 (ABC) shall be rejected.
6. Award of contract shall be made to the lowest 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 initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications. Delivery shall be made only during regular office days from 8:00AM to 4:00 PM except for training conducted during during Saturdays and Sundays.
9. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor thru Modified Disbursement System (MDS) Checks from Landbank of the Philippines.
10. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd Schools Division of Aurora 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.
11. For procurement with ABC of less than Php50,000.00, only the **winning** bidder/supplier will receive a notification for the said procurement thru the email address or mobile phone number provided in this canvass form. For ABC of Php50,000.00 or more, **all** bidders/suppliers will receive notification as to the status of their quotation. Notifications will be done by the procuring entity **within five (5) working days** after the opening of bids/sealed quotations.