

To: _____

Dear Sir or Madam:

1. The Department of Education, through its Bids and Awards Committee, requests your price quotation for the contract for the Supply and Delivery of Technical-Vocational Learning Resources under the attached Terms and Condition.
2. Your quotation shall be received on or before 8:00 a.m. on **December 3, 2018** by courier or by hand-delivery at the address given below:

JOHN REY J. PEREZ
Head, BAC Secretariat
DepEd Sorsogon, Capitol Compound,
Sorsogon City
(056) 421 5970

3. The successful proponent must be able to meet the following requirements:
 - 3.1. The **Terms and Conditions of Contract**, as provided for under the General Conditions of Contract for Procurement of Goods and Services under the Philippine Bidding Documents, as may be applicable;
 - 3.2. The **Schedule of Requirement**, as indicated also in **Annex "A"**; and
 - 3.3. The **Technical Specification** which list the details of the requirements, as indicated in **Annex "B"**.
4. If proponent is a firm, to show your legal capacity and technical and financial capability to undertake the contract, pursuant to the requirements prescribed under Section 53 of the Revised IRR of RA 9184, you are required to submit the following documents: (i) Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; (ii) Mayor's permit issued by the City or Municipality where the principal place of business is located; (iii) Statement of all your ongoing and completed government and private contracts of similar nature and complexity as the one described in the attached TOR, (iv) Audited Financial Statement for 2017, stamped received by the BIR, and (v) a computation of the Net Financial Contracting Capacity.
5. Proponents are required to submit a Financial Proposal that simply indicate its charge item. The Approved Budget for the Contract is **Php 339,127.50**. For purposes of the evaluation, comparison and ranking of bids/offers, the ceiling shall be **Php 339,127.50**.