



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

**REQUEST FOR QUOTATION**

Date: February 12, 2024

RFQ No: 2024-02-1001

Company/Business Name:<sup>1</sup> \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The **Department of Education – Division of Ozamiz City, Diego Tuastomban Elementary School**, through its Bids and Awards Committee (BAC), intends to procure **Office Supplies** through **Shopping: e.g. NP-53.9 – Small Value Procurement, NP-52.1 (b) – Regular Office Supplies and Equipment Not Available in DBM-PS** of 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **On or Before February 19, 2024 at 12nn** addressed to:

**CHRISTINE V. LUMANTAS**

*BAC Chairman*

Pursuant to Appendix A "Documentary Requirement for Alternative Methods of Procurement" of Annex "H" of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, the following documents are required to be submitted along with your quotation on the above set deadline or before the issuance of a Notice of Award is issued:

Document	Remarks
<b>Mayor's/Business Permit</b>	Latest, Clear Copy and Certified True Copy
<b>BIR Certificate of Registration</b>	Updated, Clear Copy and Certified True Copy
<b>DTI Registration/SEC Registration</b>	Latest/Updated, Clear Copy and Certified True Copy
<b>Notarize Omnibus Sworn Statement</b>	For <b>ABCs Above 50,000</b> Small Value Procurement as Mode of Procurement Only
<b>Income/Business Tax Return</b>	Mode of Procurement Only, Latest/Updated, Clear Copy and Certified True Copy

<sup>1</sup> In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

[For any clarification, you may contact us at mobile no. 09282809770 or email address at jasmine.gaogao@deped.gov.ph.](mailto:jasmine.gaogao@deped.gov.ph)

**CHRISTINE V. LUMANTAS**

*Bids and Awards Committee, Chairman*



Address: IBJT Compound, Carangan, Ozamiz City  
 Telephone No: (088) 545-09-88  
 Telefax: (088) 545-09-90  
 Email Address: ozamiz.city@deped.gov.ph



#PadayonAsensoOzamiz



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**INSTRUCTIONS:**

**Note: Failure to follow these instructions will disqualify your entire quotation.**

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at **jasmine.gaogao@deped.gov.ph**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. 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.
3. Quotations submitted must be **“sealed”**.
4. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Department of Education, Division of Ozamiz City shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The award of contract shall be made to the lowest calculated quotation and responsive with the technical specifications, requirements and other terms and conditions stated herein. Awarding **“by lot”** is also considered.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Item/s delivered shall be inspected on the scheduled date and time of the **Department of Education, Diego Tuastomban Elementary School**. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
11. A warranty security shall be required from the contract-awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies. The obligation for the warranty shall be covered by a **special bank guarantee** equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price.
12. 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 supplier, contractor, or consultant. Our Government Servicing Bank, i.e., the Development Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant**.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the unperformed portion of the works within the prescribed delivery period shall be imposed per day of delay. The Department of Education, Division of Ozamiz City may terminate 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 available it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Procurement Activity: Supply and Delivery of Office Supplies for the 1st Qtr. Of FY 2024</b>			
Minimum Technical Specifications	Quantity	Offered Technical Specifications/Service	Statement of Compliance ("Comply" or "Not Comply")
<i>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</i>			
<i>(2) Delivery Period is 3-5 days from the receipt of Purchase Order</i>			
ALCOHOL, Ethyl, 1 Gallon	4 gallon		
BROOM (Walis Tambo)	8 piece		
DETERGENT POWDER, all purpose	4 pouch		
DUST PAN	8 piece		
FLOOR WAX, paste type, red	7 can		
MOPHANDLE, heavy duty	2 piece		
MOPHEAD, made of rayon	2 piece		
PHILIPPINE NATIONAL FLAG	3 piece		
STAPLE WIRE, standard	7 piece		
TAPE, masking, 24mm	8 roll		
TAPE, transparent, 24mm	8 roll		
TAPE, transparent, 48 mm	8 roll		
FASTENER	5 box		
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	8 box		
RUBBER BAND No. 18	1 box		
CARTOLINA, assorted colors	4 pack		
PAPER, MULTIPURPOSE A4	30 ream		
PAPER, MULTIPURPOSE LEGAL	5 ream		
PAPER, parchment	1 box		
TOILET TISSUE PAPER, 2 ply	3 pack		
Ballpen Black	16 piece		
Ballpen, Red	16 piece		
Clay, Modeling Clay 10color/box	5 box		
Construction Paper (long)	1 pack		
Correction Tape refillable, round type	8 piece		
Dipper	4 piece		
DUSTER	8 piece		
Envelope, Brown Long	100 piece		
Envelope, Brown short	200 piece		
Envelope, Expanded, Long, Assorted colors	20 piece		
Folder White, Legal	300 piece		
Glitter Paper	5 pack		
Glue Gun Heavy Duty Small	8 piece		
Glue Stick (Small Diameter)	120 piece		
Glue White (min. 130gms)	8 piece		
Illustration Board (1/2)	20 piece		
Ink Original Epson, 003 Black	8 bottle		
Ink Original Epson, 003 Cyan	5 bottle		
Ink Original Epson, 003 Magenta	5 bottle		
Ink Original Epson, 003 Yellow	5 bottle		
Laminating Film 125 micron A4	250 piece		
Laminating machine	1 unit		
Manila Paper	70 piece		
Medal DepED Medium (Gold, Silver, Bronze)	95 piece		
Mugs, white	12 piece		
Oslo Paper	1 ream		
Pencil No. 2	35 piece		
Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	8 piece		



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Permanent/Pentel Ink Refill, Black	7 bottle		
Photopaper, A4, 20pcs/pack	5 pack		
Pins, push type, Plastic head	8 box		
PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	1 unit		
Rug/towel, face towe size, Cotton/Microfiber	8 piece		
Rug/Doormat, Cotton material	10 piece		
Ribbon, Cloth Satin 2", (royal blue-2 roll, red-2 roll)	4 roll		
Scissors, Medium, Heavy Duty	8 piece		
Sign pen 0.5, Blue	6 piece		
Sign pen 0.5, Black	16 piece		
Specilaty Board (Long), white	10 pack		
Sticker Paper Mat A4 20's/pack	2 pack		
Styrofor 2x4	10 piece		
Tape Double sided, 1"	8 roll		
Alphagina Cloth (red)	10 meter		
Alphagina Cloth (royal blue)	10 meter		
Alphagina Cloth (yellow)	10 meter		
Fork	2 dozen		
Pencil Sharpener	24 piece		
Plate, glass, transparent	1 dozen		
Soup Bowl, big	3 piece		
Specialty Board A4, white	30 pack		
Spoon	2 dozen		
Toga, green, katrina cloth, small size	32 set		
Water Refill Container	4 piece		



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**FINANCIAL OFFER:**

Please quote your **best offer** for the item/s below. Please do not leave any blank items.

Indicate “N/A or NONE” if items Not Available or Out of Stock.

<p><b>Terms of Payment:</b></p> <p><i>Payment shall be made through Development Bank of the Philippines' LDDAP-ADA/Bank Transfer facility after Submission of Billing and User Acceptance of the product and other supporting documents needed for the payment. Bank Transfer fee shall be charged against the creditor's account. Supplier must submit a photocopy of their passbook containing account details.</i></p> <p><b>Payment Details:</b></p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Branch: _____</p>
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Procurement Activity: Supply and Delivery of Office Supplies for the 1st Qtr. Of FY 2024				
Total Approved Budget for the Contract (ABC) P84,567.70				
Items	Quantity	ABC Per Item/Unit	Offered Price per item/unit	Total Offered Price per item/unit
<i>Note: Non-compliance with the minimum required specifications shall be rejected.</i>				
ALCOHOL, Ethyl, 1 Gallon	4 gallon	451.36		
BROOM (Walis Tambo)	8 piece	127.92		
DETERGENT POWDER, all purpose	4 pouch	88.40		
DUST PAN	8 piece	46.80		
FLOOR WAX, paste type, red	7 can	135.20		
MOPHANDLE, heavy duty	2 piece	134.16		
MOPHEAD, made of rayon	2 piece	114.04		
PHILIPPINE NATIONAL FLAG	3 piece	284.84		
STAPLE WIRE, standard	7 piece	23.76		
TAPE, masking, 24mm	8 roll	61.88		
TAPE, transparent, 24mm	8 roll	11.44		
TAPE, transparent, 48 mm	8 roll	23.92		
FASTENER	5 box	94.64		
PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	8 box	23.92		
RUBBER BAND No. 18	1 box	165.36		
CARTOLINA, assorted colors	4 pack	90.48		
PAPER, MULTIPURPOSE A4	30 ream	163.28		
PAPER, MULTIPURPOSE LEGAL	5 ream	185.12		
PAPER, parchment	1 box	189.28		
TOILET TISSUE PAPER, 2 ply	3 pack	100.88		
Ballpen Black	16 piece	7.70		
Ballpen, Red	16 piece	7.70		
Clay, Modeling Clay 10color/box	5 box	79.20		
Construction Paper (long)	1 pack	220.00		
Correction Tape refillable, round type	8 piece	77.00		
Dipper	4 piece	55.00		
DUSTER	8 piece	126.50		
Envelope, Brown Long	100 piece	3.58		
Envelope, Brown short	200 piece	3.30		
Envelope, Expanded, Long, Assorted colors	20 piece	14.30		
Folder White, Legal	300 piece	6.05		



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Glitter Paper	5 pack	85.80	
Glue Gun Heavy Duty Small	8 piece	550.00	
Glue Stick (Small Diameter)	120 piece	5.50	
Glue White (min. 130gms)	8 piece	60.50	
Illustration Board (1/2)	20 piece	30.80	
Ink Original Epson, 003 Black	8 bottle	330.00	
Ink Original Epson, 003 Cyan	5 bottle	330.00	
Ink Original Epson, 003 Magenta	5 bottle	330.00	
Ink Original Epson, 003 Yellow	5 bottle	330.00	
Laminating Film 125 micron A4	250 piece	8.80	
Laminating machine	1 unit	6,600.00	
Manila Paper	70 piece	5.50	
Medal DepED Medium (Gold, Silver, Bronze)	95 piece	71.50	
Mugs, white	12 piece	77.00	
Oslo Paper	1 ream	297.00	
Pencil No. 2	35 piece	7.70	
Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	8 piece	60.50	
Permanent/Pentel Ink Refill, Black	7 bottle	110.00	
Photopaper, A4, 20pcs/pack	5 pack	71.50	
Pins, push type, Plastic head	8 box	27.50	
PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	1 unit	10,450.00	
Rug/towel, face towe size, Cotton/Microfiber	8 piece	11.00	
Rug/Doormat, Cotton material	10 piece	55.00	
Ribbon, Cloth Satin 2", (royal blue-2 roll, red-2 roll)	4 roll	308.00	
Scissors, Medium, Heavy Duty	8 piece	71.50	
Sign pen 0.5, Blue	6 piece	31.90	
Sign pen 0.5, Black	16 piece	31.90	
Specilaty Board (Long), white	10 pack	60.50	
Sticker Paper Mat A4 20's/pack	2 pack	33.00	
Styrofor 2x4	10 piece	44.00	
Tape Double sided, 1"	8 roll	28.60	
Alphagina Cloth (red)	10 meter	44.00	
Alphagina Cloth (royal blue)	10 meter	44.00	
Alphagina Cloth (yellow)	10 meter	44.00	
Fork	2 dozen	165.00	
Pencil Sharpener	24 piece	8.42	
Plate, glass, transparent	1 dozen	1,100.00	
Soup Bowl, big	3 piece	165.00	
Specialty Board A4, white	30 pack	38.5	
Spoon	2 dozen	165	
Toga, green, katrina cloth, small size	32 set	330	
Water Refill Container	4 piece	132	
<b>Total Offered Quotation</b>	In Words:		
	In Figures:		

Signature of Printed Name and Date

Position/Designation

Office Telephone/Mobile Numbers

Email Addresses



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