



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: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number **(required)**: _____

The **Department of Education – Division of Ozamiz City, Gregorio A. Saquin 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:

EDITHA L. ALIA

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

¹ 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)

EDITHA L. ALIA

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





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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, Gregorio A. Saquin 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:

Procurement Activity: Supply and Delivery of Office Supplies for the 1st Qtr. Of FY 2024			
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>			
SIGN PEN, Fine Tip, Black	10 piece		
BATTERY, dry cell, size AA	10 pack		
BATTERY, dry cell, size AAA	10 pack		
BROOM (Walis Tambo)	20 piece		
BROOM (Walis Ting-ting)	20 piece		
CLEANER, Toilet Bowl and Urinal	20 bottle		
DETERGENT BAR	20 bar		
DETERGENT POWDER, all purpose	20 pouch		
DUST PAN	20 piece		
FLOOR WAX, paste type, red	40 can		
HAND SOAP, liquid	20 bottle		
RAGS	20 piece		
INK, for stamp pad	10 bottle		
MONOBLOC CHAIR, beige	20 piece		
GLUE, all-purpose, white	30 piece		
TAPE, transparent, 48 mm	30 roll		
CHALK, white enamel	10 box		
CORRECTION TAPE	10 piece		
CUTTER/UTILITY KNIFE, for general purpose	20 piece		
DATA FILE BOX	10 piece		
PAPER CLIP, vinly/plastic coated, 33mm	10 box		
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	10 box		
STAPLER, standard type	10 piece		
PAPER, MULTIPURPOSE A4	100 ream		
PAPER, MULTIPURPOSE LEGAL	20 ream		
PAPER, parchment	2 box		
RECORD BOOK, 300 PAGES	10 book		
TOILET TISSUE PAPER, 2 ply	10 pack		
Ballpen Black	100 piece		
Ballpen, Red	100 piece		
Cartolina, Colored	200 piece		
Construction Paper (long)	10 pack		
Dipper	10 piece		
Dishwashing Liquid, min. 250ml	10 bottle		
DUSTER	10 piece		
Envelope, Brown A4	250 piece		
Envelope, Brown Long	100 piece		
Folder White, Legal	200 piece		
Glue Gun Heavy Duty Small	2 piece		
Glue Stick (Small Diameter)	100 piece		
Glue White (min. 240gms)	10 piece		
Illustration Board (1/2)	50 piece		
Illustration Board (1/4)	50 piece		
Ink Original Epson, 003 Black	1 bottle		
Ink Original Epson, 003 Cyan	1 bottle		
Ink Original Epson, 003 Magenta	1 bottle		
Ink Original Epson, 003 Yellow	1 bottle		
Bulb LED min. 15 watt	10 piece		
Manila Paper	200 piece		



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Medal DepED Medium (Gold, Silver, Bronze)	170 piece		
Network Routers	2 unit		
Paper Fastener Coated (Plastic)	10 box		
Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	50 piece		
Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	50 piece		
Permanent marker/Pentil Pen, Refillable, Fine Tip, Red	10 piece		
Permanent/Pentel Ink Refill, Black	20 bottle		
Permanent/Pentel Ink Refill, Red	10 bottle		
Pins, push type, Plastic head	10 box		
PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	2 unit		
Tape Double sided, 2"	20 roll		
Thumbtacks	20 box		
Toilet Bowl Cleaner	20 piece		
Whistles, FOX FORTE	5 piece		
Badminton net standard	1 set		
nothing follows			



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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>Terms of Payment:</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>Payment Details:</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) P123,170.16				
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>				
SIGN PEN, Fine Tip, Black	10 piece	44.72		
BATTERY, dry cell, size AA	10 pack	21.84		
BATTERY, dry cell, size AAA	10 pack	19.76		
BROOM (Walis Tambo)	20 piece	127.92		
BROOM (Walis Ting-ting)	20 piece	23.92		
CLEANER, Toilet Bowl and Urinal	20 bottle	44.72		
DETERGENT BAR	20 bar	9.36		
DETERGENT POWDER, all purpose	20 pouch	88.40		
DUST PAN	20 piece	46.80		
FLOOR WAX, paste type, red	40 can	135.20		
HAND SOAP, liquid	20 bottle	42.95		
RAGS	20 piece	57.20		
INK, for stamp pad	10 bottle	31.20		
MONOBLOC CHAIR, beige	20 piece	375.44		
GLUE, all-purpose, white	30 piece	70.72		
TAPE, transparent, 48 mm	30 roll	23.92		
CHALK, white enamel	10 box	32.97		
CORRECTION TAPE	10 piece	11.53		
CUTTER/UTILITY KNIFE, for general purpose	20 piece	31.72		
DATA FILE BOX	10 piece	77.20		
PAPER CLIP, vinly/plastic coated, 33mm	10 box	9.36		
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	10 box	23.92		
STAPLER, standard type	10 piece	145.60		
PAPER, MULTIPURPOSE A4	100 ream	163.28		
PAPER, MULTIPURPOSE LEGAL	20 ream	185.12		
PAPER, parchment	2 box	189.28		
RECORD BOOK, 300 PAGES	10 book	72.80		
TOILET TISSUE PAPER, 2 ply	10 pack	100.88		
Ballpen Black	100 piece	7.70		
Ballpen, Red	100 piece	7.70		
Cartolina, Colored	200 piece	17.05		



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