



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

REQUEST FOR QUOTATION

Date: 02/08/2024
 RFQ No: 2024-02-003

Company/Business Name:¹ _____
 Address: _____
 Business/Mayor's Permit No.: _____
 TIN: _____
 PhilGEPS Registration Number (required): _____

The **Department of Education – Division of Ozamiz City (Jacinto B. Nemeño Integrated School)**, through its Bids and Awards Committee (BAC), intends to procure (**Procurement Activity**) through (**Mode of Procurement: 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 **February 8, 2024 @ 8:00 am** addressed to:

MARGIE A. EDULAN
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	For ABCs Above 500,000 Small Value Procurement as 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.


MARGIE A. EDULAN
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, Division of Ozamiz City. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.



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TERMS AND CONDITIONS:

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 (JHS)			
Minimum Technical Specification	Quantity/Unit	Offered Technical Specifications/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: (1) Non-compliance with the minimum required specifications shall be rejected.			
(2) Delivery Period is 5 days from the date of receipt of Purchase Order (PO).			
<i>School & Office Supplies</i>			
CLEARBOOK, Legal size	8 box		
SIGN PEN, Fine Tip, Black	8 piece		
BATTERY, dry cell, size AA	3 packs		
BROOM (Walis Tambo)	8 piece		
CLEANER, Toilet Bowl and Urinal	8 bottle		
CLEANSER, Scouring Powder	8 can		
DETERGENT BAR	8 bar		
DETERGENT POWDER, all purpose	8 pouch		
DUST PAN	8 piece		
FLOOR WAX, paste type, red	16 cans		
HAND SOAP, liquid	8 bottles		
MOPHEAD, made of rayon	8 pieces		
PHILIPPINE NATIONAL FLAG	3 pieces		
MONOBLOC CHAIR, beige	5 pieces		
LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	4 pieces		
STAPLE WIRE, standard	8 boxes		
TAPE, electrical	2 rolls		
TAPE, transparent, 24mm	24 rolls		
CHALK, white enamel	14 boxes		

CORRECTION TAPE	16 pieces		
DATA FILE BOX	8 pieces		
ERASER, felt, for blackboard/whiteboard	14 pieces		
PUNCHER, paper, heavy duty	8 pieces		
CARTOLINA, assorted colors	35 packs		
NOTEPAD, stick-on, 50mm x 76mm	14 pads		
PAPER, MULTIPURPOSE A4	32 reams		
PAPER, MULTIPURPOSE LEGAL	32 reams		
PAPER, parchment	5 boxes		
TOILET TISSUE PAPER, 2 ply	8 packs		
Ballpen Black	80 pieces		
Ballpen, Blue	8 pieces		
Ballpen, Red	16 pieces		
Bond Paper, Letter/Short, 70gsm	32 reams		
Load Card (100)	35 pieces		
Certificate Holder, Plastic A4	45 pieces		
Chalk, Colored min.100pcs/box	7 boxes		
Construction Paper (long)	14 packs		
Envelope, Brown Long	200 pieces		
Folder White, Legal	250 pieces		
Glue White (min. 130gms)	16 bottles		
Ink Original Epson, 003 Black	32 bottles		
Ink Original Epson, 003 Cyan	32 bottles		
Ink Original Epson, 003 Magenta	32 bottles		
Ink Original Epson, 003 Yellow	32 bottles		
Laminating Film 125 micron 100 meters	1 roll		
Bulb LED min. 15 watt	5 pieces		
Medal DepED Large (Gold, Silver, Bronze)	150 pieces		
Microphone wired, 8m	1 piece		
Muriatic acid 500ml	8 bottles		
Paper Fastener Coated (Plastic)	10 boxes		
Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	16 pieces		
Permanent/Pentel Ink Refill, Black	16 bottles		
Plastic Cellophane cover #4	1 roll		
Plastic Envelope, Long	160 piece		

PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	3 unit		
Scissors, Big, Heavy Duty	8 pieces		
Specialty Paper, 90gsm, Long	7 packs		
Specilaty Board (Long)	7 packs		
Stapler, Standard 35 with remover heavy duty	8 piece		
Tape Double sided, 1" with Foam	8 roll		
Toilet Bowl Cleaner	7 piece		
Trash Bin, Min.8 liters, swing cover	16 pieces		
Worx 90 GSM A4 Specialty Paper (White)	20 packs		
Expanded Envelope, Brown, hard	160 pieces		
Extension Wire 10 meters	3 pieces		
Flower Pot,	1 piece		

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.

Terms of Payment:

*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.*

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Branch: _____

Procurement Activity: Supply and Delivery of Office Supplies for the 1st Qtr. Of FY 2024 (JHS)

Total Approved Budget for the Contract : 183,132.62

Items	Quantity/Unit	ABC Per Item/ unit	Offered Price per item/unit	Total Offered Price per item
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Note: Non-Compliance with the minimum required specifications shall be rejected.

School & Office Supplies

CLEARBOOK, Legal size	8 box	42.33		
SIGN PEN, Fine Tip, Black	8 piece	49.19		
BATTERY, dry cell, size AA	3 packs	24.02		
BROOM (Walis Tambo)	8 piece	140.71		
CLEANER, Toilet Bowl and Urinal	8 bottle	49.19		

CLEANSER, Scouring Powder	8 can	39.60		
DETERGENT BAR	8 bar	10.30		
DETERGENT POWDER, all purpose	8 pouch	97.24		
DUST PAN	8 piece	51.48		
FLOOR WAX, paste type, red	16 cans	148.72		
HAND SOAP, liquid	8 bottles	47.25		
MOPHEAD, made of rayon	8 pieces	125.44		
PHILIPPINE NATIONAL FLAG	3 pieces	313.32		
MONOBLOC CHAIR, beige	5 pieces	412.98		
LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18	4 pieces	226.40		
STAPLE WIRE, standard	8 boxes	26.14		
TAPE, electrical	2 rolls	21.40		
TAPE, transparent, 24mm	24 rolls	12.58		
CHALK, white enamel	14 boxes	36.27		
CORRECTION TAPE	16 pieces	12.68		
DATA FILE BOX	8 pieces	84.92		
ERASER, felt, for blackboard/whiteboard	14 pieces	13.56		
PUNCHER, paper, heavy duty	8 pieces	178.46		
CARTOLINA, assorted colors	35 packs	99.53		
NOTEPAD, stick-on, 50mm x 76mm	14 pads	43.47		
PAPER, MULTIPURPOSE A4	32 reams	179.61		
PAPER, MULTIPURPOSE LEGAL	32 reams	203.63		
PAPER, parchment	5 boxes	208.21		
TOILET TISSUE PAPER, 2 ply	8 packs	110.97		
Ballpen Black	80 pieces	8.47		
Ballpen, Blue	8 pieces	8.47		
Ballpen, Red	16 pieces	8.47		
Bond Paper, Letter/Short, 70gsm	32 reams	217.80		
Load Card (100)	35 pieces	127.05		



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Procurement Activity: Supply and Delivery of Office Supplies for the 1st Qtr. Of FY 2024.(JHS)				
Total Approved Budget for the Contract : 183,132.62				
Items	Quantity	ABC Per Item/ unit	Offered Price per item/unit	Total Offered Price per item
Note: Non-Compliance with the minimum required specifications shall be rejected.				
Certificate Holder, Plastic A4	45 pieces	50.82		
Chalk, Colored min.100pcs/box	7 boxes	284.35		
Construction Paper (long)	14 packs	242.00		
Envelope, Brown Long	200 pieces	3.94		
Folder White, Legal	250 pieces	6.66		
Glue White (min. 130gms)	16 bottles	66.55		
Ink Original Epson, 003 Black	32 bottles	363.00		
Ink Original Epson, 003 Cyan	32 bottles	363.00		
Ink Original Epson, 003 Magenta	32 bottles	363.00		
Ink Original Epson, 003 Yellow	32 bottles	363.00		
Laminating Film 125 micron 100 meters	1 roll	1,391.50		
Bulb LED min. 15 watt	5 pieces	332.75		
Medal DepED Large (Gold, Silver, Bronze)	150 pieces	96.80		
Microphone wired, 8m	1 piece	1,815.00		
Muriatic acid 500ml	8 bottles	72.60		
Paper Fastener Coated (Plastic)	10 boxes	60.50		
Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	16 pieces	66.55		
Permanent/Pentel Ink Refill, Black	16 bottles	121.00		
Plastic Cellophane cover #4	1 roll	1,573.00		
Plastic Envelope, Long	160 piece	9.68		
PRINTER Eco Tank All-in-One Ink Tank	3 unit	11,495.00		
Scissors, Big, Heavy Duty	8 pieces	145.20		
Specialty Paper, 90gsm, Long	7 packs	33.88		
Specilaty Board (Long)	7 packs	66.55		

Stapler, Standard 35 with remover heavy duty	8 piece	484.00		
Tape Double sided, 1" with Foam	8 roll	121.00		
Toilet Bowl Cleaner	7 piece	72.60		
Trash Bin, Min.8 liters, swing cover	16 pieces	242.00		
Worx 90 GSM A4 Specialty Paper (White)	20 packs	211.75		
Expanded Envelope, Brown, hard	160 pieces	12.10		
Extension Wire 10 meters	3 pieces	423.50		
Flower Pot,	1 piece	48.40		
nothing follows				
TOTAL OFFERED QUOTATION	In Words:			
	In Figures:			

Signature over Printed Name and Date

Position/Designation

Office Telephone/Mobile Numbers

Email Address(es)



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