



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: **2024-02-001**

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

The **Department of Education – Division of Ozamiz City (Narciso B. Ledesma Central School)**, through its Bids and Award Committee (BAC), intends to procure Office Supplies through **SHOPPING** 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 15, 2024 @ 12nn** addressed to:

AMIE M. JUMAPIT
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**.

AMIE M. JUMAPIT
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: Purchases of office supplies & other supplies for the whole year 2024.			
Minimum Technical Specification	Quantity/Unit	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 5 days from the date of receipt of Purchase Order (PO).</i>			
OFFICE SUPPLIES			
ALCOHOL, Ethyl, 1 Gallon	20 gallons		
PHILIPPINE NATIONAL FLAG	2 pieces		
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	1 piece		
STAPLE WIRE, standard	42 boxes		
ENVELOPE, Expanding, Kraft	1 box		
ERASER, felt, for blackboard/whiteboard	19 pieces		
PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	42 boxes		
CARTOLINA, assorted colors	20 packs		
PAPER, MULTICOPY A4	280 reams		
PAPER, MULTICOPY LEGAL	70 reams		
PAPER, parchment	1 box		
INK CARTRIDGE, EPSON C13T664100 (T6641), Black	40 cart		
INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	40 cart		
INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	40 cart		
INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	40 cart		
Certificate Holder, Plastic Short	64 pieces		
Cloth, Colored, red 30meters;white 20 meters	50 meters		
Correction fluid / Liquid Eraser, pen type, metal point	20 pieces		
Envelope, Brown Long	70 pieces		
Envelope, Brown short	70 pieces		
Floor Wax (box/pack)	900 pieces		
Folder White, Legal	900 pieces		
Glue Gun Heavy Duty Small	6 units		
Glue Stick (Small Diameter)	100 pieces		

Glue White (min. 240gms)	24 bottles		
Ink Original Epson, 003 Black	3 bottles		
Ink Original Epson, 003 Cyan	3 bottles		
Ink Original Epson, 003 Magenta	3 bottles		
Ink Original Epson, 003 Yellow	3 bottles		
Medal DepED Medium (Gold, Silver, Bronze) Gold (30), Silver (30) Bronze (20)	80 pieces		
Paper Fastener Coated (Plastic)	42 boxes		
Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	21 pieces		
PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	1 unit		
Ribbon, Cloth Satin 0.5" color red, green, yellow,blue,pink,orange	6 rolls		
Scissors, Big, Heavy Duty	21 pieces		
Specilaty Board (Long)	10 packs		
Tape Double sided, 1" with Foam	23 rolls		
Tape Transparent/Scotch Tape/Plastic Tape, 2 "	58 rolls		
Thumbtacks	23 boxes		
Whiteboard Pen, Refillable	60 pieces		
Whiteboard Ink Refill	60 bottles		
RECORD BOOK, 300 PAGES, size: 214mm x278mm min	3 books		
Worx	120 packs		
Balloons; black (3), silver (3), gold (3)	9 packs		
Data file box (with cover PVC type)	2 pcs		
Laminating Film, long	3 reams		
Specialty Board, short	71 packs		
Transparent Balloon strips/chain	6 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: Purchases of office supplies & other supplies for the whole year 2024.

Total Approved Budget for the Contract : 219,119.97

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.

Items	Quantity/Unit	ABC Per Item/ unit	Offered Price per item/unit	Total Offered Price per item
OFFICE SUPPLIES				
ALCOHOL, Ethyl, 1 Gallon	20 gallons	451.36		
PHILIPPINE NATIONAL FLAG	2 pieces	284.84		
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	1 piece	81.12		
STAPLE WIRE, standard	42 boxes	23.76		
ENVELOPE, Expanding, Kraft	1 box	1,374.88		
ERASER, felt, for blackboard/whiteboard	19 pieces	12.33		
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	42 boxes	23.92		
CARTOLINA, assorted colors	20 packs	90.48		
PAPER, MULTICOPY A4	280 reams	179.92		
PAPER, MULTICOPY LEGAL	70 reams	211.12		
PAPER, parchment	1 box	189.28		

INK CARTRIDGE, EPSON C13T664100 (T6641), Black	40 cart	231.90		
INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	40 cart	242.20		
INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	40 cart	242.20		
INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	40 cart	242.20		
Certificate Holder, Plastic Short	64 pieces	44.00		
Cloth, Colored, red 30meters;white 20 meters	50 meters	66.00		
Correction fluid / Liquid Eraser, pen type, metal point	20 pieces	110.00		
Envelope, Brown Long	70 pieces	3.58		
Envelope, Brown short	70 pieces	3.30		
Floor Wax (box/pack)	900 pieces	22.00		
Folder White, Legal	900 pieces	6.05		
Glue Gun Heavy Duty Small	6 units	550.00		
Glue Stick (Small Diameter)	100 pieces	5.50		
Glue White (min. 240gms)	24 bottles	126.50		
Ink Original Epson, 003 Black	3 bottles	330.00		
Ink Original Epson, 003 Cyan	3 bottles	330.00		
Ink Original Epson, 003 Magenta	3 bottles	330.00		
Ink Original Epson, 003 Yellow	3 bottles	330.00		
Medal DepED Medium (Gold, Silver, Bronze) Gold (30), Silver (30) Bronze (20)	80 pieces	71.50		
Paper Fastener Coated (Plastic)	42 boxes	55.00		
Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	21 pieces	60.50		
PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	1 unit	10,450.00		
Ribbon, Cloth Satin 0.5" color red, green, yellow,blue,pink,orange	6 rolls	308.00		
Scissors, Big, Heavy Duty	21 pieces	132.00		
Specilaty Board (Long)	10 packs	60.50		
Tape Double sided, 1" with Foam	23 rolls	110.00		
Tape Transparent/Scotch Tape/Plastic Tape, 2 "	58 rolls	28.60		
Thumbtacks	23 boxes	13.20		
Whiteboard Pen, Refillable	60 pieces	55.00		



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Procurement Activity: Purchases of office supplies & other supplies for the whole year 2024.

Total Approved Budget for the Contract : 219,119.97

Items	Quantity	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.

Whiteboard Ink Refill	60 bottles	110.00		
RECORD BOOK, 300 PAGES, size: 214mm x278mm min	3 books	77.79		
Worx	120 packs	55.00		
Balloons; black (3), silver (3), gold (3)	9 packs	220.00		
Data file box (with cover PVC type)	2 pcs	550.00		
Laminating Film, long	3 reams	990.00		
Specialty Board, short	71 packs	38.50		
Transparent Balloon strips/chain	6 piece	77.00		
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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