



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

REQUEST FOR QUOTATION

Date: 07-Feb-24
 RFQ No: 2024-02-002

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

The **Department of Education – Division of Ozamiz City (Name of 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 **on Before February 13, 2024 at 1:30 PM** addressed to:

MARIANNE U. PUELAS
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.


MARIANNE U. PUELAS
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





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

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.



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





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

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.



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





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

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 February 2024				
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 15 days from the receipt of Purchase Order.				
ALCOHOL, Ethyl, 1 Gallon	2	gallon		
GLUE, all-purpose	9	jar		
STAPLE WIRE, standard	10	box		
CLIP, backfold, 19mm	4	box		
CLIP, backfold, 25mm	4	box		
CLIP, backfold, 32mm	4	box		
CLIP, backfold, 50mm	4	box		
PAPER CLIP, vinly/plastic coated, 33mm	9	box		
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	9	box		
RUBBER BAND No. 18	2	box		
PAPER, MULTIPURPOSE A4	50	ream		
PAPER, MULTIPURPOSE LEGAL	45	ream		
INK CARTRIDGE, EPSON (T6641), Black	8	cart		
INK CARTRIDGE, EPSON (T6642), Cyan	8	cart		
INK CARTRIDGE, EPSON (T6643), Magenta	8	cart		
INK CARTRIDGE, EPSON (T6644), Yellow	8	cart		
ALCOHOL, 70% solution, 500ml with pump	9	bottle		
Correction Tape refillable, round type	10	piece		
Floor Wax (box/pack)	24	box		
Folder White, Legal	100	piece		
Glitter Paper	2	pack		
Ink Original Epson, 003 Black	8	bottle		
Ink Original Epson, 003 Cyan	8	bottle		
Ink Original Epson, 003 Magenta	8	bottle		
Ink Original Epson, 003 Yellow	8	bottle		



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

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 February 2024			
Minimum Technical Specification	Quantity/Unit		Statement of Compliance ("Comply" or "Not Comply")
Note: (1) Non-compliance with the minimum required specifications shall be rejected.			
(2) Delivery Period is 15 days from the receipt of Purchase Order.			
Laminating Film 250 micron Long	250	piece	
Paper Fastener Coated (Plastic)	8	box	
Permanent marker, Refillable, Broad, Black	9	piece	
Permanent marker, Refillable, Fine, Black	9	piece	
Permanent/Pentel Ink Refill, Black	9	bottle	
Photopaper, A4, 20pcs/pack	4	pack	
Sign pen 0.5, Green	5	piece	
Sign pen 0.5, Blue	5	piece	
Sign pen 0.5, Black	15	piece	
Sticker Paper Glossy A4 20's/pack	4	pack	
Tape Double sided, 1"	2	roll	
Tape Double sided, 1" with Foam	2	roll	
Tape Transparent/Scotch Tape 1 "	2	roll	
Tape Transparent/Scotch Tape 2 "	24	roll	
Uninterruptible Power Supply 650va min. of 15 minutes Standby Power, 3-4 Gang Outlet	1	unit	
Whiteboard Pen, Refillable	16	piece	
Whiteboard Ink Refill	8	bottle	
Sign Pen .5 red	5	piece	
Cellphone Load Card (500)	6	piece	
Nothing Follows			



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





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

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 February 2024

Total Approved Budget for the Contract : PHP 62,736.27

Items	Quantity/Unit	ABC Per Item/ unit	Offered Price per item/unit	Total Offered Price per item
<i>Note: Non-Compliance with the minimum required specifications shall be rejected.</i>				
ALCOHOL, Ethyl, 1 Gallon	2	gallon	496.50	
GLUE, all-purpose	9	jar	77.79	
STAPLE WIRE, standard	10	box	26.14	
CLIP, backfold, 19mm	4	box	10.30	
CLIP, backfold, 25mm	4	box	17.16	
CLIP, backfold, 32mm	4	box	29.74	
CLIP, backfold, 50mm	4	box	66.35	
PAPER CLIP, vinly/plastic coated, 33mm	9	box	10.30	
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	9	box	26.31	
RUBBER BAND No. 18	2	box	181.90	



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





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

Procurement Activity: Supply and Delivery of Office Supplies for the February 2024

Total Approved Budget for the Contract : PHP 62,736.27

Items	Quantity/Unit	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.

PAPER, MULTIPURPOSE A4	50	ream	179.61	
PAPER, MULTIPURPOSE LEGAL	45	ream	203.63	
INK CARTRIDGE, EPSON (T6641), Black	8	cart	255.09	
INK CARTRIDGE, EPSON (T6642), Cyan	8	cart	266.42	
INK CARTRIDGE, EPSON (T6643), Magenta	8	cart	266.42	
INK CARTRIDGE, EPSON (T6644), Yellow	8	cart	266.42	
ALCOHOL, 70% solution, 500ml with pump	9	bottle	133.10	
Correction Tape refillable, round type	10	piece	84.70	
Floor Wax (box/pack)	24	box	24.20	
Folder White, Legal	100	piece	6.66	
Glitter Paper	2	pack	94.38	
Ink Original Epson, 003 Black	8	bottle	363.00	
Ink Original Epson, 003 Cyan	8	bottle	363.00	
Ink Original Epson, 003 Magenta	8	bottle	363.00	
Ink Original Epson, 003 Yellow	8	bottle	363.00	
Laminating Film 250 micron Long	250	piece	16.94	
Paper Fastener Coated (Plastic)	8	box	60.50	
Permanent marker, Refillable, Broad, Black	9	piece	66.55	
Permanent marker, Refillable, Fine, Black	9	piece	66.55	
Permanent/Pentel Ink Refill, Black	9	bottle	121.00	
Photopaper, A4, 20pcs/pack	4	pack	78.65	



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





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

Procurement Activity: Supply and Delivery of Office Supplies for the February 2024					
Total Approved Budget for the Contract : PHP 62,736.27					
Items	Quantity	ABC Per Item/ unit	Offered Price per item/unit	Total Offered Price per item	
<i>Note: Non-Compliance with the minimum required specifications shall be rejected.</i>					
Sign pen 0.5, Green	5	piece	35.09		
Sign pen 0.5, Blue	5	piece	35.09		
Sign pen 0.5, Black	15	piece	35.09		
Sticker Paper Glossy A4 20's/pack	4	pack	60.50		
Tape Double sided, 1"	2	roll	31.46		
Tape Double sided, 1" with Foam	2	roll	121.00		
Tape Transparent/Scotch Tape 1 "	2	roll	21.78		
Tape Transparent/Scotch Tape 2 "	24	roll	31.46		
Uninterruptible Power Supply 650va min. of 15 minutes Standby Power, 3-4 Gang Outlet	1	unit	3,025.00		
Whiteboard Pen, Refillable	16	piece	60.50		
Whiteboard Ink Refill	8	bottle	121.00		
Sign Pen .5 red	5	piece	35.09		
Cellphone Load Card (500)	6	piece	540.00		
Nothing Follows					
TOTAL OFFERED QUOTATION	In Words:				
	In Figures:				

 Signature over Printed Name and Date

 Position/Designation

 Office Telephone/Mobile Numbers

 Email Address(es)



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

