



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

REQUEST FOR QUOTATION

Date: FEB. 5, 2024
 RFQ No: 2024-02-0004

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

The **Department of Education – Division of Ozamiz City Misamis Annex Inegrated School**, through its Bids and Awards Committee (BAC), intends to procure Supply and Delivery of Office for the 1st Qrt of FY 2024 through **(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 February 13, 2024, addressed to:

JULITA S. MACAMAY
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.


JULITA S. MACAMAY
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:			
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>			
(2) Delivery Period is <u>3 DAYS FROM THE RECEIPT OF PURCHASE ORDER</u>			
ALCOHOL, Ethyl, 1 Gallon	5 gal		
BROOM (Walis Tambo)	50 pcs		
BROOM (Walis Ting-ting)	50 pcs		
DETERGENT POWDER, all	40 pouch		
DUST PAN	20 pcs		
FLOOR WAX, paste type, red	50 can		
MOPHANDLE, heavy duty	1 pc		
MOPHEAD, made of rayon	1 pc		
TRASHBAG, XXL size	1 roll		
GLUE, all-purpose	21 jar		
TAPE, transparent, 24mm	110 roll		
TAPE, transparent, 48 mm	110 roll		
CORRECTION TAPE	24 pcs		
PAPER, MULTIPURPOSE A4	181 ream		
PAPER, MULTIPURPOSE LEGAL	27 ream		
Toilet Bowl Brush with	17 pcs		
Ink Original Epson, 003 Black	45 bottle		
Ink Original Epson, 003 Cyan	35 bottle		
Ink Original Epson, 003	40 bottle		
Ink Original Epson, 003 Yellow	35 bottle		



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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: DEVELOPMENT BANK OF THE PHILIPPINES
 Account Number: 0-05421-835-2
 Account Name (should be the exact account name as registered in the bank): MISAMIS ANNEX INTEGRATED SCHOOL
 Branch: OZAMIZ CITY

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

Total Approved Budget for the Contract : PhP. 129,441.80

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	5 gal	496.496		
BROOM (Walis Tambo)	50 pcs	140.712		
BROOM (Walis Ting-ting)	50 pcs	26.312		
DETERGENT POWDER, all purpose	40 pouch	97.24		
DUST PAN	20 pcs	51.48		



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Total Approved Budget for the Contract : Php. 129,441.80					
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.					
FLOOR WAX, paste type, red	50	can	148.72		
MOPHANDLE, heavy duty	1	pc	147.58		
MOPHEAD, made of rayon	1	pc	125.44		
TRASHBAG, XXL size	1	roll	143.00		
GLUE, all-purpose	21	jar	77.79		
TAPE, transparent, 24mm	110	roll	12.584		
TAPE, transparent, 48 mm	110	roll	26.312		
CORRECTION TAPE	24	pcs	12.683		
PAPER, MULTIPURPOSE A4	181	ream	179.608		
PAPER, MULTIPURPOSE LEGAL	27	ream	203.632		
Toilet Bowl Brush with container stand, Heavy Duty	17	pcs	314.60		
Ink Original Epson, 003 Black	45	bottle	363.00		
Ink Original Epson, 003 Cyan	35	bottle	363.00		
Ink Original Epson, 003 Magenta	40	bottle	363.00		
Ink Original Epson, 003 Yellow	35	bottle	363.00		
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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