



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

**REQUEST FOR QUOTATION**

Date: Feb. 15, 2024  
 RFQ No: JAN24-06

Company/Business Name:<sup>1</sup> \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business/Mayor's Permit No.: \_\_\_\_\_  
 TIN: \_\_\_\_\_  
 PhilGEPS Registration Number (required): \_\_\_\_\_

The **Department of Education – Division of Ozamiz City**, through its Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Office Supplies for the 1st Qtr. Of FY 2024 through 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 19, 2024 at 5:00 PM** addressed to:

**DIONESIO L. LIWAGON, JR., CESE**  
*OIC-ASDS, 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
<b>Mayor's/Business Permit</b>	Latest, Clear Copy and Certified True Copy
<b>BIR Certificate of Registration</b>	Updated, Clear Copy and Certified True Copy
<b>DTI Registration/SEC Registration</b>	Latest/Updated, Clear Copy and Certified True Copy
<b>Notarize Omnibus Sworn Statement</b>	For <b>ABCs Above 50,000</b> Small Value Procurement as Mode of Procurement Only
<b>Income/Business Tax Return</b>	For <b>ABCs Above 500,000</b> Small Value Procurement as Mode of Procurement Only, Latest/Updated, Clear Copy and Certified True Copy

<sup>1</sup> 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**.

**DIONESIO L. LIWAGON, JR., CESE**  
*OIC-ASDS, 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](mailto: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:

<b>Procurement Activity: Supply and Delivery of Office Supplies for the 1st Qtr. Of FY 2024</b>			
<b>Minimum Technical Specification</b>	<b>Quantity/Unit</b>	<b>Offered Technical Specifications/Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<b>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</b>			
<b>(2) Delivery Period is 30 days from the receipt of Purchase Order.</b>			
Printer Wi-Fi All-in-One Ink Tank Printer with ADF/Feeder	1 piece		
Scientific Calculator, 1 way power, atleast 417 functions	1 piece		
T664 Ink Bottle 70ml Black	5 bottles		
T664 Ink Bottle 70ml Cyan	1 bottle		
T664 Ink Bottle 70ml Magenta	1 bottle		
T664 Ink Bottle 70ml Yellow	2 bottles		
Steel Rack 5 tier	1 piece		
Self Inking Stamp (RECEIVED)	1 piece		
Self Inking Stamp (RELEASED)	1 piece		
Emergency Light, LED, automatic	1 piece		
Feeds Sacks	100 pieces		
Clip Board (Legal Size)	2 pieces		
Trash Bin, Min.8 liters, swing cover	3 pieces		
Trash Bin, Min.15 liters,Step-Open Plastic	2 pieces		
Multi-purpose cleaner 1L rose fresh	3 liters		
Detergent Powder, flower scent, all purpose, 1kg	10 pouches		
Rags, face towel, Cotton Yarn/microfiber	5 pcs		
Brush for Toilet Bowl with container stand, Heavy Duty	3 pcs		
Brush with long Handle for Toilet Floor	6 pcs		



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<b>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</b>			
<b>(2) Delivery Period is <u>30 days from the receipt of Purchase Order.</u></b>			
Brush, Hand brush/short Handle plastic for toilet walls	1 pc.		
Pail	1 pc.		
Liquid Bleach, 1 Gallon	5 pc.		
Liquid Bleach, 1000ml	1 bot.		
Liquid Hand Soap, scented , 1gallon	1 gal.		
HAND SOAP, Liquid, 500ml, pump	2 bots.		
Muriatic Acid 500ml	1 bot.		
Tissue JRT, Big Roll, 2ply min. of 200m/roll	1 pc.		
CLEANER, Toilet Bowl and Urinal, 1000mL with Nozzle	1 bot.		
BROOM, Soft (Walis Tambo), with bamboo handle	1 pc.		
Dust pan with long handle	6 pc.		
FURNITURE CLEANER, Aerosol type, 300mL	2 cans		
Sand paper Champ c1000	3 pcs.		
Insecticide, Odorless (not waterbase), 500ml	2 cans		
Brushes for Spider Web, Extended Handle	3 pcs.		
Dishwashing Liquid, min. 250ml	15 bots.		
Glass Cleaner Liquid Spray 500ml	5 bots.		
Glass Cleaner, 1 Gallon	3 gals.		
Sponge Steel Wool 4 pcs per pack	6 packs		



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<b>Minimum Technical Specification</b>	<b>Quantity/Unit</b>	<b>Offered Technical Specifications/Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<b>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</b>			
<b>(2) Delivery Period is 30 days from the receipt of Purchase Order.</b>			
Sprayer bottle 500ml capacity	5 bots.		
Toilet Deodorizer, 100g	25 pcs.		
Doormat Rug	15 pcs.		
BROOM, Stick (Walis Ting-ting)	4 pcs.		
Air Freshener Gel, Min. 180g	15 pcs.		
Liquid Sosa 500ml	10 bots.		
BATTERY, dry cell, size AA	15 packs		
BATTERY, dry cell, size AAA	15 packs		
Battery 9V Max Alkaline Heavy Duty	10 pcs.		
Battery 9v rechargeable	4 pcs.		
Battery AA Max Alkaline Heavy Duty 2s/pack	15 packs		
Battery AAA Max Alkaline Heavy Duty 2s/pack	15 packs		
Bulb LED Daylight Min. 11watts	10 pcs.		
Fluorescent Tube Big Slim	10 pcs.		
Fluorescent Tube small Slim	10 pcs.		
Specialty Paper 200gsm Long for Property Card and Stock Card	30 packs		
Laminating Film, A4	20 pcs.		
Laminating Film, Legal	20 pcs.		
Photopaper, Glossy A4 with 20 sheets per pack	10 packs		



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<b>Minimum Technical Specification</b>	<b>Quantity/Unit</b>	<b>Offered Technical Specifications/Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<b>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</b>			
<b>(2) Delivery Period is 30 days from the receipt of Purchase Order.</b>			
PHILIPPINE NATIONAL FLAG, 100% polyester	6 pcs.		
Licealis 10ml U	10 pcs.		
Air Freshener automatic Spray	3 cans		
Air Freshener Refill for Glade automatic Spray	10 cans		
Butter Coconut Biscuit 90g	100 packs		
Mineral Water 375ml	192 bots.		
Biscuits	30 packs		
Paper cups 6oz, 50pcs/pack	40 packs		
Stirrer 100pcs per pack	16 packs		
Tissue Pullnaps 2ply	14 packs		
Rust Remover industrial (not quickly dry)	5 piece		
Stain Remover, Wipeout	6 cans		
Varnish Natural	10 bots.		
Tile Red	3 gals.		
Paint Brush #2	2 pcs.		
Paint Brush #3	2 pcs.		
Paint Brush #4	2 pcs.		
Roller Brush #8	6 pcs.		
Roller Brush/ BabyRoller	3 pcs.		



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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:**

**Total Approved Budget for the Contract :**

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>				
Printer Wi-Fi All-in-One Ink Tank Printer with ADF/Feeder	1 piece	9,000.00		
Scientific Calculator, 1 way power, atleast 417 functions	1 piece	1,600.00		
T664 Ink Bottle 70ml Black	5 bottles	325.00		
T664 Ink Bottle 70ml Cyan	1 bottle	325.00		
T664 Ink Bottle 70ml Magenta	1 bottle	325.00		



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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 : PHP 87,535.26				
Items	Quantity	ABC Per Item/ unit	Offered Price per item/unit	Total Offered Price per item
<b>Note: Non-Compliance with the minimum required specifications shall be rejected.</b>				
T664 Ink Bottle 70ml Yellow	2 bottles	325.00		
Steel Rack 5 tier	1 piece	9,000.00		
Self Inking Stamp (RECEIVED)	1 piece	1,000.00		
Self Inking Stamp (RELEASED)	1 piece	1,000.00		
Emergency Light, LED, automatic	1 piece	2,000.00		
Feeds Sacks	100 pieces	20.00		
Clip Board (Legal Size)	2 pieces	110.00		
Trash Bin, Min.8 liters, swing cover	3 pieces	200.00		
Trash Bin, Min.15 liters,Step-Open Plastic	2 pieces	500.00		
Multi-purpose cleaner 1L rose fresh	3 liters	106.00		
Detergent Powder, flower scent, all purpose, 1kg	10 pouches	55.00		
Rags, face towel, Cotton Yarn/microfiber	5 pcs	15.00		
Brush for Toilet Bowl with container stand, Heavy	3 pcs	260.00		
Brush with long Handle for Toilet Floor	6 pcs	270.00		
Brush, Hand brush/short Handle plastic for toilet walls	1 pc.	35.00		
Pail	1 pc.	235.00		
Liquid Bleach, 1 Gallon	5 pc.	150.00		
Liquid Bleach, 1000ml	1 bot.	40.00		
Liquid Hand Soap, scented , 1gallon	1 gal.	270.00		
HAND SOAP, Liquid, 500ml, pump type antibacterial	2 bots.	130.00		
Muriatic Acid 500ml	1 bot.	60.00		
Tissue JRT, Big Roll, 2ply min. of 200m/roll	1 pc.	110.00		
CLEANER, Toilet Bowl and Urinal, 1000mL with Nozzle	1 bot.	160.00		
BROOM, Soft (Walis Tambo), with bamboo handle	1 pc.	136.24		
Dust pan with long handle	6 pc.	27.64		
FURNITURE CLEANER, Aerosol type, 300mL	2 cans	125.90		
Sand paper Champ c1000	3 pcs.	15.00		



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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 : PHP 87,535.26**

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.**

Insecticide, Odorless (not waterbase), 500ml	2 cans	139.36		
Brushes for Spider Web, Extended Handle	3 pcs.	100.00		
Dishwashing Liquid, min. 250ml	15 bots.	45.00		
Glass Cleaner Liquid Spray 500ml	5 bots.	170.00		
Glass Cleaner, 1 Gallon	3 gals.	360.00		
Sponge Steel Wool 4 pcs per pack	6 packs	15.00		
Sprayer bottle 500ml capacity	5 bots.	75.00		
Toilet Deodorizer, 100g	25 pcs.	60.00		
Doormat Rug	15 pcs.	50.00		
BROOM, Stick (Walis Ting-ting)	4 pcs.	22.78		
Air Freshener Gel, Min. 180g	15 pcs.	190.00		
Liquid Sosa 500ml	10 bots.	93.75		
BATTERY, dry cell, size AA	15 packs	30.00		
BATTERY, dry cell, size AAA	15 packs	30.00		
Battery 9V Max Alkaline Heavy Duty	10 pcs.	90.00		
Battery 9v rechargeable	4 pcs.	370.00		
Battery AA Max Alkaline Heavy Duty 2s/pack	15 packs	130.00		
Battery AAA Max Alkaline Heavy Duty 2s/pack	15 packs	110.00		
Bulb LED Daylight Min. 11watts	10 pcs.	160.00		
Fluorescent Tube Big Slim	10 pcs.	100.00		
Fluorescent Tube small Slim	10 pcs.	80.00		
Specialty Paper 200gsm Long for Property Card	30 packs	30.00		
Laminating Film, A4	20 pcs.	12.00		
Laminating Film, Legal	20 pcs.	15.00		
Photopaper, Glossy A4 with 20 sheets per pack	10 packs	81.00		
PHILIPPINE NATIONAL FLAG, 100% polyester	6 pcs.	284.84		
Licealis 10ml U	10 pcs.	15.00		



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**Total Approved Budget for the Contract : PHP 87,535.26**

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.**

Air Freshener automatic Spray	3 cans	500.00		
Air Freshener Refill for Glade automatic Spray	10 cans	250.00		
Butter Coconut Biscuit 90g	100 packs	19.50		
Mineral Water 375ml	192 bots.	7.25		
Biscuits	30 packs	35.00		
Paper cups 6oz, 50pcs/pack	40 packs	65.00		
Stirrer 100pcs per pack	16 packs	20.00		
Tissue Pullnaps 2ply	14 packs	25.00		
Rust Remover industrial (not quickly dry)	5 piece	350.00		
Stain Remover, Wipeout	6 cans	110.00		
Varnish Natural	10 bots.	65.00		
Tile Red	3 gals.	580.00		
Paint Brush #2	2 pcs.	40.00		
Paint Brush #3	2 pcs.	90.00		
Paint Brush #4	2 pcs.	100.00		
Roller Brush #8	6 pcs.	90.00		
Roller Brush/ BabyRoller	3 pcs.	90.00		

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**Total Approved Budget for the Contract : PHP 87,535.26**

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.**

Roller Brush #9	3 pcs.	90.00		
Steel Brush with Handle	3 pcs.	70.00		
3-drawer white steel cabinet	1 unit	9,500.00		
***Nothing Follows***				

<b>TOTAL OFFERED QUOTATION</b>	<b>In Words:</b>
	<b>In Figures:</b>

\_\_\_\_\_  
**Signature over Printed Name and Date**

\_\_\_\_\_  
**Position/Designation**

\_\_\_\_\_  
**Office Telephone/Mobile Numbers**

\_\_\_\_\_  
**Email Address(es)**



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