



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

REQUEST FOR QUOTATION

Date: 13-Feb-24
 RFQ No: 2024-02-

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

The **Department of Education – Division of Ozamiz City (Tipan Elementary School)**, 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 _____ addressed to:

OR P. PADILLA
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. 09383063798 or email address at or.padilla@deped.gov.ph.

OR P. PADILLA

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



PANDONG

#PadayonAsensoOzamiz



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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.



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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			
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 30 days from the receipt of Purchase Order.</i>			
ALCOHOL, Ethyl, 500 mL	7	bottle	
ALCOHOL, Ethyl, 1 Gallon	1	gallon	
CLEARBOOK, Legal size	7	box	
BATTERY, dry cell, size AA	7	pack	
BATTERY, dry cell, size AAA	7	pack	
BROOM (Walis Ting-ting)	7	piece	
CLEANER, Toilet Bowl and Urinal	7	bottle	
DETERGENT POWDER, all purpose	7	pouch	
DISINFECTANT SPRAY	7	can	
DUST PAN, plastic	7	piece	
FLOOR WAX, paste type, red	7	can	
HAND SOAP, liquid	7	bottle	
SCOURING PAD	7	pack	
TRASHBAG, Large size	1	pack/roll	
PHILIPPINE NATIONAL FLAG	1	piece	
GLUE, all-purpose	1	jar	
STAPLE WIRE, standard	7	box	
CORRECTION TAPE	7	piece	
DATA FILE BOX	7	piece	
MARKER, Permanent, Black	7	piece	
MARKER, Whiteboard, Black	7	piece	
PAPER CLIP, vinly/plastic coated, 33mm	7	box	



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			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 30 days from the receipt of Purchase Order.			
SCISSORS, symmetrical/asymmetrical	7	pair	
STAPLER, standard type, #35	7	piece	
CARTOLINA, assorted colors	1	pack	
PAPER, MULTIPURPOSE A4	18	ream	
PAPER, MULTIPURPOSE LEGAL	6	ream	
RECORD BOOK, 500 PAGES	1	book	
TOILET TISSUE PAPER, 2 ply	1	pack	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	1	book	
ALCOHOL, 70% solution, 250ml	7	bottle	
Ballpen, Black	7	piece	
Ballpen, Red	7	piece	
Binding and Punching Machine (Binder/Comb Binding, 450 sheets binding Capacity, 25 sheet punching capacity up to A4 Size, Heavy Duty)	1	unit	
Binder Ring, Plastic/PVC 6mm or 1/4", PVC (for 30 sheets)	4	length	
Binder Ring, Plastic/PVC 6mm or 5/16", PVC (for 30 sheets)	4	length	
Binder Ring, Plastic/PVC 10mm or 3/8", PVC (for 70 sheets)	5	length	
Binder Ring, Plastic/PVC 19mm or 3/4", PVC (for 170 sheets)	4	length	
Cartolina, Colored, assorted	12	piece	
Cartolina, White	12	piece	
Load Card (100) - SMART	6	piece	
Certificate Holder, Plastic A4	5	piece	
Clearbook, 60 pockets, Legal Size	7	piece	



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Note: (1) Non-compliance with the minimum required specifications shall be rejected.				
(2) Delivery Period is <u>30 days from the receipt of Purchase Order.</u>				
Cloth, Colored - Alphageena, 2.5 meters red & 2.5 meters blue	5	meter		
Cloth, White	5	meter		
Correction fluid / Liquid Eraser, pen type, metal point	7	piece		
Curtain	6	piece		
Curtain Cloth	5	meter		
Dishwashing Liquid, min. 250ml	7	bottle		
DUSTER	7	piece		
Envelope, Expanded, Long, Assorted colors	7	piece		
EXTERNAL HARD DRIVE, 2TB	1	piece		
Face Mask, Medical Grade, 3ply, White color, FDA approved	7	box		
Floor Wax (box/pack)	7	piece		
Folder Colored Long	15	piece		
Folder White, A4	50	piece		
Folder White, Legal	50	piece		
Glue Stick (Small Diameter)	14	piece		
Grass Scissors	1	pair		
Gun Tacker Wire	1	box		
Ink for Brother Printer, Black	2	bottle		
Ink for Brother Printer, Cyan	1	bottle		
Ink for Brother Printer, Magenta	1	bottle		
Ink for Brother Printer, Yellow	1	bottle		
Ink Original Epson, 003 Black	3	bottle		
Ink Original Epson, 003 Cyan	3	bottle		
Ink Original Epson, 003 Magenta	3	bottle		
Ink Original Epson, 003 Yellow	3	bottle		
Laminating Film 125 micron 100 meters	1	roll		



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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 30 days from the receipt of Purchase Order.				
Liquid Hand Soap, 1gallon	1	gallon		
Medal Academic (Gold, Silver, Bronze)	5	piece		
Medal DepED Large (Gold, Silver, Bronze)	5	piece		
Medal DepED Small (Gold, Silver, Bronze)	5	piece		
Medal Sports Big (Gold, Silver, Bronze)	2	piece		
Medal Sports Small (Gold, Silver, Bronze)	2	piece		
Muriatic acid 1000ml	7	bottle		
Paper Fastener Coated (Plastic)	7	box		
Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	7	piece		
Photopaper (Double-sided), A4, 20pcs/pack	1	pack		
Photopaper, A4, 20pcs/pack	1	pack		
Rug/Doormat, Cotton material	7	piece		
Scissors, Big, Heavy Duty	7	piece		
Sign pen 0.5, Black	7	piece		
Specialty Paper, 90gsm, A4	1	pack		
Sticker Paper Glossy A4 20's/pack	1	pack		
Tape Transparent/Scotch Tape/Plastic Tape, 3 "	7	roll		
Toilet Bowl Cleaner	7	piece		
Trash Bag, Black Large 26" x 32", 10pcs/pack	1	pack		
PAPER, Multi-Purpose, A4, 70 gsm	3	ream		
Worx 90 GSM A4 Specialty Paper (White)	1	pack		
Expanded Envelope long orange	7	piece		
Cartolina, neon colors, assorted	7	piece		
Cloth, ethnic	5	meter		
Expanded Envelope, Brown, hard	7	piece		
Extension Wire 10 meters	1	piece	4 gangs	



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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 30 days from the receipt of Purchase Order.				
Laminating Film, long	1	ream		
Plastic Flowers	7	piece		
Plastic Leaves	7	piece		
Thumbstack	7	box		
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' Check.

*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

Total Approved Budget for the Contract : Php 51,673.92

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, 500 mL	7	bottle	50.96	
ALCOHOL, Ethyl, 1 Gallon	1	gallon	451.36	
CLEARBOOK, Legal size	7	box	38.48	
BATTERY, dry cell, size AA	7	pack	21.84	
BATTERY, dry cell, size AAA	7	pack	19.76	



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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 51,673.92

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.					
BROOM (Walis Ting-ting)	7	piece	23.92		
CLEANER, Toilet Bowl and Urinal	7	bottle	44.72		
DETERGENT POWDER, all purpose	7	pouch	88.40		
DISINFECTANT SPRAY	7	can	150.80		
DUST PAN	7	piece	46.80		
FLOOR WAX, paste type, red	7	can	135.20		
HAND SOAP, liquid	7	bottle	42.95		
SCOURING PAD	7	pack	89.44		
TRASHBAG, Large size	1	pack/roll	59.28		
PHILIPPINE NATIONAL FLAG	1	piece	284.84		
GLUE, all-purpose	1	jar	70.72		
STAPLE WIRE, standard	7	box	23.76		
CORRECTION TAPE	7	piece	11.53		
DATA FILE BOX	7	piece	77.20		
MARKER, Permanent, Black	7	piece	15.60		
MARKER, Whiteboard, Black	7	piece	10.40		
PAPER CLIP, vinly/plastic coated, 33mm	7	box	9.36		
SCISSORS, symmetrical/asymmetrical	7	pair	41.60		
STAPLER, standard type	7	piece	145.60		
CARTOLINA, assorted colors	1	pack	90.48		
PAPER, MULTIPURPOSE A4	18	ream	163.28		
PAPER, MULTIPURPOSE LEGAL	6	ream	185.12		
RECORD BOOK, 500 PAGES	1	book	105.04		
TOILET TISSUE PAPER, 2 ply	1	pack	100.88		
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	1	book	37.21		



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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 51,673.92

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.				
ALCOHOL,70% solution, 250ml	7	bottle	60.50	
Ballpen, Black	7	piece	7.70	
Ballpen, Red	7	piece	7.70	
Binding and Punching Machine (Binder/Comb Binding, 450sheets binding Capacity, 25 sheet punching capacity up to A4 Size, Heavy Duty	1	unit	6,600.00	
Binder Ring, Plastic/PVC 6mm or 1/4", PVC (for 30 sheets)	4	length	8.80	
Binder Ring, Plastic/PVC 6mm or 5/16", PVC (for 30 sheets)	4	length	8.80	
Binder Ring, Plastic/PVC 10mm or 3/8", PVC (for 70 sheets)	5	length	11.00	
Binder Ring, Plastic/PVC 19mm or 3/4", PVC (for 170 sheets)	4	length	24.20	
Cartolina, Colored	12	piece	17.05	
Cartolina, White	12	piece	13.75	
Load Card (100) - SMART	6	piece	115.50	
Certificate Holder, Plastic A4	5	piece	46.20	
Clearbook, 60 pockets, Legal Size	7	piece	198.00	
Cloth, Colored	5	meter	66.00	
Cloth, White	5	meter	49.50	
Correction fluid / Liquid Eraser, pen type, metal point	7	piece	110.00	
Curtain	6	piece	412.50	
Curtain Cloth	5	meter	82.50	
Dishwashing Liquid, min. 250ml	7	bottle	49.50	
DUSTER	7	piece	126.50	
Envelope, Expanded, Long, Assorted colors	7	piece	14.30	
EXTERNAL HARD DRIVE, 2TB	1	piece	4,400.00	
Face Mask, Medical Grade, 3ply, White color,FDA approved	7	box	198.00	
Floor Wax (box/pack)	7	piece	22.00	
Folder Colored Long	15	piece	11.00	



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Total Approved Budget for the Contract : Php 51,673.92

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.				
Folder White, A4	50	piece	4.95	
Folder White, Legal	50	piece	6.05	
Glue Stick (Small Diameter)	14	piece	5.50	
Grass Scissors	1	pair	330.00	
Gun Tacker Wire	1	box	55.00	
Ink for Brother Printer, Black	2	bottle	445.50	
Ink for Brother Printer, Cyan	1	bottle	445.50	
Ink for Brother Printer, Magenta	1	bottle	445.50	
Ink for Brother Printer, Yellow	1	bottle	445.50	
Ink Original Epson, 003 Black	3	bottle	330.00	
Ink Original Epson, 003 Cyan	3	bottle	330.00	
Ink Original Epson, 003 Magenta	3	bottle	330.00	
Ink Original Epson, 003 Yellow	3	bottle	330.00	
Laminating Film 125 micron 100 meters	1	roll	1,265.00	
Liquid Hand Soap, 1gallon	1	gallon	297.00	
Medal Academic (Gold, Silver, Bronze)	5	piece	38.50	
Medal DepED Large (Gold, Silver, Bronze)	5	piece	88.00	
Medal DepED Small (Gold, Silver, Bronze)	5	piece	44.00	
Medal Sports Big (Gold, Silver, Bronze)	2	piece	55.00	
Medal Sports Small (Gold, Silver, Bronze)	2	piece	33.00	
Muriatic acid 1000ml	7	bottle	99.00	
Paper Fastener Coated (Plastic)	7	box	55.00	
Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	7	piece	60.50	
Photopaper (Double-sided), A4, 20pcs/pack	1	pack	101.20	
Photopaper, A4, 20pcs/pack	1	pack	71.50	



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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 51,673.92

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.					
Rug/Doormat, Cotton material	7	piece	55.00		
Scissors, Big, Heavy Duty	7	piece	132.00		
Sign pen 0.5, Black	7	piece	31.90		
Specialty Paper, 90gsm, A4	1	pack	27.50		
Sticker Paper Glossy A4 20's/pack	1	pack	55.00		
Tape Transparent/Scotch Tape/Plastic Tape, 3 "	7	roll	71.50		
Toilet Bowl Cleaner	7	piece	66.00		
Trash Bag, Black Large 26" x 32", 10pcs/pack	1	pack	77.00		
PAPER, Multi-Purpose, A4, 70 gsm	3	ream	108.086		
Worx 90 GSM A4 Specialty Paper (White)	1	pack	192.50		
Expanded Envelope long orange	7	piece	15.40		
Cartolina, neon colors, assorted	7	piece	17.05		
Cloth, ethnic	5	meter	88.00		
Expanded Envelope, Brown, hard	7	piece	11.00		
Extension Wire 10 meters	1	piece	385.00		
Laminating Film, long	1	ream	990.00		
Plastic Flowers	7	piece	16.50		
Plastic Leaves	7	piece	16.50		
Thumbstack	7	box	16.50		
Nothing Follows					



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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.

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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