



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

**REQUEST FOR QUOTATION**

Date: 12-Feb-24

RFQ No: 2024-02-

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 (Montol National High School)**, through its Bids and Awards Committee (BAC), intends to procure Supply and Delivery of Other Supplies & Materials 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:

**SHIELA D. CARTAJENAS**  
*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 <b>ABCs Above 50,000</b> Small Value Procurement as Mode of Procurement Only
Income/Business Tax Return	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. 09122914662 or email address at shiela.cartajenas@deped.gov.ph.

  
**SHIELA D. CARTAJENAS**  
*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 Other Supplies &amp; Materials 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>
<i>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</i>				
<i>(2) Delivery Period is <u>3 days from the receipt of Purchase Order.</u></i>				
Volleyball	2	piece		
Volleyball Net	1	piece		
Basketball	2	piece		
Badminton Racket	4	pair		
Badminton Net	1	piece		
Shuttle Cock	2	tube		
Whistle	5	piece		
Boxing Gloves, size 12, two colors, branded	4	pair		
Skipping Rope	10	piece		
Head Guard, red & blue	2	piece		
Palm Oil	1	gallon		
All-Purpose Flour	1	sack		
Panel Board	5	piece		
Round Meter Socket	10	piece		
Circuit Breaker, 15A	4	piece		
Circuit Breaker, 30A	4	piece		
Circuit Breaker, 60A	4	piece		
TW Wire Stranded 2.0mm2, white	1	roll		
TW Wire Stranded 2.0mm2m, black	1	roll		



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**PANDONG**  
*Paano Natin Gagaynang Pilipinas*  
 #PadayonAsensoOzamiz



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<i>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</i>				
<i>(2) Delivery Period is <u>3 days from the receipt of Purchase Order.</u></i>				
Magnetic Contactor NC/NO, 10A	3	piece		
Flat Cord #16	1	roll		
Surface Type, switch set	10	piece		
Surface Type, utility bx	10	piece		
Wood Screw, 1/2	1	box		
Electric PVC 1/2	5	length		
Surface Type Receptacle	10	piece		
Machine Needle, #12, #14, #16	5	piece		
Hand Needle	5	pack		
Thread (white, black, blue, green)	4	piece		
Fabric, polyester white	20	meter		
Fabric, alpageena white	20	meter		
Table Tennis Racket	2	piece		
Table Tennis Ball	1	tube		
Kneepad, volleyball	30	piece		
Traffic safety cones, plastic, rubber base - 28 inch	6	piece		
Flashlight, rechargeable, heavyduty	1	piece		
Caution Tape, 500m	1	roll		
Hard Hat, orange, plastic	10	piece		



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Procurement Activity: Supply and Delivery of Other Supplies & Materials for the 1st Qtr. of FY 2024				
Minimum Technical Specification	Quantity / Unit		Offered Technical Specifications / Service	Statement of Compliance ("Comply" or "Not Comply")
<b>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</b>				
<b>(2) Delivery Period is 3 days from the receipt of Purchase Order.</b>				
Reflectorized Vest	10	piece		
Handheld Radio	2	unit		
T - Square, 36", transparent with case	5	piece		
Body Gear, red & blue	2	set		
Shin Pad, red & blue	2	pair		
Groin Protector	2	piece		
Punch Mitts	1	pair		
Muay Thai Mitts	2	piece		
Hand Wraps	4	piece		
Ice Bag (Cold Compress)	2	piece		
***Nothing Follows***				



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*Learning Made Easy, Learning Done Right*  
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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 Other Supplies & Materials for the 1st Qtr. of FY 2024**

**Total Approved Budget for the Contract : Php 82,720.00**

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>					
Volleyball	2	piece	450.00		
Volleyball Net	1	piece	239.00		
Basketball	2	piece	329.00		
Badminton Racket	4	pair	695.00		
Badminton Net	1	piece	319.00		
Shuttle Cock	2	tube	385.00		



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**Procurement Activity: Supply and Delivery of Other Supplies & Materials for the 1st Qtr. of FY 2024**

**Total Approved Budget for the Contract : Php 82,720.00**

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.**

Whistle	5	piece	20.00	
Boxing Gloves, size 12, two colors, branded	4	pair	800.00	
Skipping Rope	10	piece	159.00	
Head Guard, red & blue	2	piece	549.00	
Palm Oil	1	gallon	1,500.00	
All-Purpose Flour	1	sack	1,200.00	
Panel Board	5	piece	400.00	
Round Meter Socket	10	piece	200.00	
Circuit Breaker, 15A	4	piece	450.00	
Circuit Breaker, 30A	4	piece	500.00	
Circuit Breaker, 60A	4	piece	500.00	
TW Wire Stranded 2.0mm <sup>2</sup> , white	1	roll	1,500.00	
TW Wire Stranded 2.0mm <sup>2</sup> m, black	1	roll	1,500.00	
Magnetic Contactor NC/NO, 10A	3	piece	500.00	
Flat Cord #16	1	roll	2,000.00	
Surface Type, switch set	10	piece	100.00	
Surface Type, utility bx	10	piece	100.00	
Wood Screw, 1/2	1	box	456.00	
Electric PVC 1/2	5	length	150.00	
Surface Type Receptacle	10	piece	100.00	
Machine Needle, #12, #14, #16	5	piece	200.00	
Hand Needle	5	pack	150.00	
Thread (white, black, blue, green)	4	piece	150.00	
Fabric, polyester white	20	meter	200.00	
Fabric, alpageena white	20	meter	150.00	
Table Tennis Racket	2	piece	400.00	
Table Tennis Ball	1	tube	60.00	



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**Procurement Activity: Supply and Delivery of Other Supplies & Materials for the 1st Qtr. of FY 2024**

**Total Approved Budget for the Contract : Php 82,720.00**

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.**

Kneepad, volleyball	30	piece	180.00	
Traffic safety cones, plastic, rubber base - 28 inch	6	piece	550.00	
Flashlight, rechargeable, heavyduty	1	piece	1,500.00	
Caution Tape, 500m	1	roll	700.00	
Hard Hat, orange, plastic	10	piece	850.00	
Reflectorized Vest	10	piece	350.00	
Handheld Radio	2	unit	1,500.00	
T - Square, 36", transparent with case	5	piece	650.00	
Body Gear, red & blue	2	set	2,500.00	
Shin Pad, red & blue	2	pair	250.00	
Groin Protector	2	piece	300.00	
Punch Mitts	1	pair	400.00	
Muay Thai Mitts	2	piece	700.00	
Hand Wraps	4	piece	100.00	
Ice Bag (Cold Compress)	2	piece	100.00	

<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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