



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

REQUEST FOR QUOTATION

Date: February 12, 2024

RFQ No: 2024-02-1002

Company/Business Name: ¹ _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Department of Education – Division of Ozamiz City, Tabid National High School**, through its Bids and Awards Committee (BAC), intends to procure **Office Supplies** through **Shopping: 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 or Before February 19, 2024 at 12nn** addressed to:

ZIETA A. TEMPLANZA

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	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 \[jasmine.gaogao@deped.gov.ph\]\(mailto:jasmine.gaogao@deped.gov.ph\).](mailto:jasmine.gaogao@deped.gov.ph)

ZIETA A. TEMPLANZA

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, Tabid National High School**. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
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 Specifications	Quantity	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 3-5 days from the receipt of Purchase Order</i>			
BROOM (Walis Tambo)	50 piece		
DETERGENT BAR	10 bar		
DETERGENT POWDER, all purpose	40 pouch		
DUST PAN	40 piece		
MOPHANDLE, heavy duty	40 piece		
MOPHEAD, made of rayon	40 piece		
TAPE, transparent, 24mm	35 roll		
TAPE, transparent, 48 mm	10 roll		
CLIP, backfold, 25mm	4 box		
CLIP, backfold, 50mm	2 box		
DATA FILE BOX	2 piece		
ENVELOPE, Expanding, Plastic	50 box		
ENVELOPE, Mailing	1 box		
PAPER CLIP, vinly/plastic coated, 33mm	40 box		
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	75 box		
PUNCHER, paper, heavy duty	40 piece		
SCISSORS, symmetrical/asymmetrical	40 pair		
PAPER, MULTIPURPOSE A4	140 ream		
PAPER, MULTIPURPOSE LEGAL	25 ream		
TOILET TISSUE PAPER, 2 PLY	40 pack		
Ballpen Black	45 piece		
Ballpen, Red	35 piece		
Battery AAA Max Alkaline Heavy Duty 2s/pack	66 pack		
Chalk, Colored min.100pcs/box	35 box		
Cloth, neon colors (15meter/color)	100 meter		
Cloth, White	50 meter		
Correction Tape refillable, round type	40 piece		
Dishwashing Liquid, min. 250ml	15 bottle		
Folder White, Legal	300 piece		
Glue Gun Heavy Duty Small	30 unit		
Glue Stick (Big Diameter)	100 piece		
Glue Stick (Small Diameter)	200 piece		
Glue White (min. 130gms)	40 bottle		
Highlighter Branded	35 PIECE		
Ink Original Epson, 003 Black	20 bottle		
Ink Original Epson, 003 Cyan	10 bottle		
Ink Original Epson, 003 Magenta	10 bottle		
Ink Original Epson, 003 Yellow	10 bottle		
Liquid Bleach, 1000ml	100 bottle		
Multi-tester	1 piece		
Paper Fastener Coated (Plastic)	30 box		
Permanent marker/Pentel Pen, Refillable, Fine Tip,	60 piece		
Permanent/Pentel Ink Refill, Black	15 bottle		
Photopaper, A4, 20pcs/pack	10 pack		
Pins, push type, Plastic head	10 pack		
Pins (pokpok)	10 pad		
Plastic Envelope, Long, colored, w/ string	30 piece		
Rug/Doormat, Cotton material	75 piece		
RJ 45 Connector	100 piece		
Sign pen 0.5, Black	12 piece		



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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: Supply and Delivery of Office Supplies for the 1st Qtr. Of FY 2024				
Total Approved Budget for the Contract (ABC) P208,912.70				
Items	Quantity	ABC Per Item/Unit	Offered Price per item/unit	Total Offered Price per item/unit
<i>Note: Non-compliance with the minimum required specifications shall be rejected.</i>				
BROOM (Walis Tambo)	50 piece	127.92		
DETERGENT BAR	10 bar	9.36		
DETERGENT POWDER, all purpose	40 pouch	88.40		
DUST PAN	40 piece	46.80		
MOPHANDLE, heavy duty	40 piece	134.16		
MOPHEAD, made of rayon	40 piece	114.04		
TAPE, transparent, 24mm	35 roll	11.44		
TAPE, transparent, 48 mm	10 roll	23.92		
CLIP, backfold, 25mm	4 box	15.60		
CLIP, backfold, 50mm	2 box	60.32		
DATA FILE BOX	2 piece	77.20		
ENVELOPE, Expanding, Plastic	50 box	30.49		
ENVELOPE, Mailing	1 box	466.96		
PAPER CLIP, vinly/plastic coated, 33mm	40 box	9.36		
PAPER CLIP, vinly/plastic coated, jumbo, 50mm	75 box	23.92		
PUNCHER, paper, heavy duty	40 piece	162.24		
SCISSORS, symmetrical/asymmetrical	40 pair	41.60		
PAPER, MULTIPURPOSE A4	140 ream	163.28		
PAPER, MULTIPURPOSE LEGAL	25 ream	185.12		
TOILET TISSUE PAPER, 2 PLY	40 pack	100.88		
Ballpen Black	45 piece	7.70		
Ballpen, Red	35 piece	7.70		
Battery AAA Max Alkaline Heavy Duty 2s/pack	66 pack	121.00		
Chalk, Colored min.100pcs/box	35 box	258.50		
Cloth, Colored	100 meter	66.00		
Cloth, White	50 meter	49.50		
Correction Tape refillable, round type	40 piece	77.00		
Dishwashing Liquid, min. 250ml	15 bottle	49.50		
Folder White, Legal	300 piece	6.05		
Glue Gun Heavy Duty Small	30 unit	550.00		
Glue Stick (Big Diameter)	100 piece	11.00		



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Glue Stick (Small Diameter)	200 piece	5.50		
Glue White (min. 130gms)	40 bottle	60.50		
Highlighter Branded	35 PIECE	33.00		
Ink Original Epson, 003 Black	20 bottle	330.00		
Ink Original Epson, 003 Cyan	10 bottle	330.00		
Ink Original Epson, 003 Magenta	10 bottle	330.00		
Ink Original Epson, 003 Yellow	10 bottle	330.00		
Liquid Bleach, 1000ml	100 bottle	44.00		
Multi-tester	1 piece	550.00		
Paper Fastener Coated (Plastic)	30 box	55.00		
Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	60 piece	60.50		
Permanent/Pentel Ink Refill, Black	15 bottle	110.00		
Photopaper, A4, 20pcs/pack	10 pack	71.50		
Pins, push type, Plastic head	10 pack	27.50		
Pins (pokpok)	10 pad	12.10		
Plastic Envelope, Long	30 piece	8.80		
Rug/Doormat, Cotton material	75 piece	55.00		
RJ 45 Connector	100 piece	6.05		
Sign pen 0.5, Black	12 piece	31.90		
Sphygmomanometer	1 piece	1,320.00		
Sticker Paper Mat A4 20's/pack	25 pack	33.00		
Sticky Notes 3"x3"	10 pack	38.50		
Stove, 2-burner	1 unit	2,200.00		
Tape Double sided, 1"	40 roll	28.60		
Tape Masking 1"	10 roll	44.00		
Toilet Bowl Cleaner	20 piece	66.00		
Trash Bag, Black Medium 22" x 24", 10pcs/pack	40 pack	55.00		
Tub, plastic	8 piece	275.00		
Uninterruptible Power Supply 650va min. of 15 minutes	3 unit	2,750.00		
Whistles, FOX FORTE	1 PIECE	385.00		
RECORD BOOK, 300 PAGES, size: 214mm x278mm min	10 book	77.79		
Butane Gas	50 piece	88.00		
Cartolina, neon colors, assorted	200 piece	17.05		
Expanded Envelope, Brown, hard	20 piece	11.00		
Extension Wire 10 meters	3 piece	385.00		
HDMI Cable, 5 meter	30 piece	550.00		
Specialty Board A4	125 pack	38.50		
Thumbstack	50 box	16.50		
nothing follows				
Total Offered Quotation	In Words:			
	In Figures:			

Signature of Printed Name and Date

Position/Designation

Office Telephone/Mobile Numbers

Email Addresses



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