



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY
ANTERO U ROA CENTRAL SCHOOL

REQUEST FOR QUOTATION

Date: FEB.12, 2024
 RFQ No: FEB2024-003

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

The Department of Education – Division of Ozamiz City Antero U Roa Central School, through its Bids and Awards Committee (BAC), intends to procure various office supplies through Mode of 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 not later than February 18, 2024 at 10.00AM-1.00PM addressed to:

Licayan
MARILOU D. LICAYAN
 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

† 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.

Licayan
MARILOU D. LICAYAN
 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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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 through check (Development Bank Of the Philippines servicing bank) 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.
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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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 (San Antonio National High School) 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 (San Antonio National High School). The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.



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#PadayonAsensoOzamiz


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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: Purchase of various Office supplies not available at PS DBM

Minimum Technical Specification	Quantity/Unit		Offered Technical Specifications/Service	Statement of Compliance ("Comply" or "Not Comply")
Note: (1) Non-compliance with the minimum required specifications shall be rejected.				
(2) Delivery Period is within 5 working days upon receipt of Purchase Order.				
ALCOHOL, Ethyl, 500 ml	14	bottle		
SIGN PEN, Extra Fine Tip, Black	14	piece		
SIGN PEN, Extra Fine Tip, Blue	14	piece		
AIR FRESHENER	1	can		
BROOM (Walis Tambo)	12	piece		
CLEANER, Toilet Bowl and Urinal	20	bottle		
DETERGENT BAR	16	bar		
DUST PAN, PLASTIC	14	piece		
FLOOR WAX, paste type, red	13	can		
PHILIPPINE NATIONAL FLAG (COTTON)	1	piece		
ELECTRIC FAN, wall mount	2	unit		
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	3	piece		
LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 w	4	piece		
GLUE, all-purpose	14	jar		
TAPE, electrical	2	roll		
TAPE, transparent, 48 mm	26	roll		
CLIP, backfold, 50mm	2	box		
CORRECTION TAPE, REFILLABLE, ROUND TYPE	28	piece		
DATA FILE BOX (made of chipboard with close ends)	10	piece		
ERASER, felt, for blackboard/whiteboard	13	piece		
PAPER CLIP, vinyl/plastic coated, 33mm	14	box		
SCISSORS, symmetrical/asymmetrical	14	pair		
STAPLER, standard type	13	piece		
CARTOLINA, assorted colors	13	pack		
PAPER, MULTIPURPOSE A4	28	ream		
PAPER, MULTIPURPOSE LEGAL	1	ream		
TOILET TISSUE PAPER, 2 ply	3	pack		
Ballpen Black	28	piece		
Ballpen, Red	13	piece		
Brush with long Handle for Toilet Floor	2	piece		
Brush, Hand brush/short Handle plastic for toilet walls	10	piece		
Dipper, plastic	12	piece		
Dishwashing Liquid, min. 250ml	3	bottle		
Folder White, Legal	100	piece		
Highlighter Branded	13	piece		
Ink for Brother Printer, Black	1	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	4	bottle		
Ink Original Epson, 003 Cyan	4	bottle		
Ink Original Epson, 003 Magenta	4	bottle		
Ink Original Epson, 003 Yellow	4	bottle		
Liquid Hand Soap, 1gallon	1	gallon		
MEGA PHONE, Heavy Duty	1	unit		
Mop Tornado/Twister	1	piece		
Pins, push type, Plastic head	14	pack		
Rug/Doormat, Cotton material	13	piece		
Specialty Paper, 90gsm, A4	3	pack		


Specialty Paper, 90gsm, Long	3	pack	
Sticker Paper Mat A4 20's/pack	1	pack	
Tape Double sided, 1"	13	roll	
Tape Transparent/Scotch Tape/Plastic Tape, 3 "	12	roll	
Wall Clock, Analog, Small	1	piece	
Whiteboard Pen, Refillable	13	piece	
Whiteboard Ink Refill	13	bottle	
Cabinet 3 -layer Drawer Plastic Material	1	piece	
Badminton racket	1	piece	
Basketball ball	1	piece	
Basketball ring	1	set	
Chess Board	1	set	
Common nails #2 1/2	1	kilo	
Extension Wire 10 meters	1	piece	
Faucet, plastic	10	piece	
Gas Tank Refill	1	tank	
Internet Load Card (500) GLOBE	6	piece	
Kitchen Knife	1	piece	
Laminating Film A4;125mic	1	ream	
Printer (basic) (print only)	1	unit	
Sanitary Napkin	6	pack	
Scrabble board	1	set	
Shuttle cock, Heavy Duty	1	tube	
Spoon	3	dozen	
Steel Cabinet (4 DOORS)	1	piece	
Table Napkin, tissue type	1	pack	
Vellum board long size	1	ream	
Vulca Seal	1	liter	
Ink Original Epson, 664 Black	3	bottle	
Ink Original Epson, 664 Cyan	3	bottle	
Ink Original Epson, 664 Magenta	3	bottle	
Ink Original Epson, 664 Yellow	3	bottle	



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 PANGALAN NG DAUAG


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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

Terms of Payment:

Payment shall be made through Check, Development Bank of the Philippines, servicing bank after Submission of Billing and User Acceptance of the product and other supporting documents needed for the payment. after

Payment Details:

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Banking Institution: _____

Account Number: _____

Account Name (should be the exact account name as registered in the bank): _____

Branch: _____

Procurement Activity: Purchase various office supplies not available at PS DBM.

Total Approved Budget for the Contract : 78,102.75

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.				
ALCOHOL, Ethyl, 500 MI	14	bottle	50.96	
SIGN PEN, Extra Fine Tip, Black	14	piece	26.00	
SIGN PEN, Extra Fine Tip, Blue	14	piece	26.00	
AIR FRESHENER	1	can	87.36	
BROOM (Walis Tambo)	12	piece	127.92	
CLEANER, Toilet Bowl and Urinal	20	bottle	44.72	
DETERGENT BAR	16	bar	9.36	
DUST PAN, PLASTIC	14	piece	46.80	
FLOOR WAX, paste type, red	13	can	135.20	
PHILIPPINE NATIONAL FLAG (COTTON)	1	piece	284.84	
ELECTRIC FAN, wall mount	2	unit	914.16	
LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	3	piece	81.12	
LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	4	piece	205.82	
GLUE, all-purpose	14	jar	70.72	
TAPE, electrical	2	roll	19.45	
TAPE, transparent, 48 mm	26	roll	23.92	
CLIP, backfold, 50mm	2	box	60.32	
CORRECTION TAPE, REFILLABLE, ROUND TYPE	28	piece	11.53	
DATA FILE BOX (made of chipboard with close ends)	10	piece	77.20	
ERASER, felt, for blackboard/whiteboard	13	piece	12.33	
PAPER CLIP, vinyl/plastic coated, 33mm	14	box	9.36	
SCISSORS, symmetrical/asymmetrical	14	pair	41.60	
STAPLER, standard type	13	piece	145.60	
CARTOLINA, assorted colors	13	pack	90.48	
PAPER, MULTIPURPOSE A4	28	ream	163.28	
PAPER, MULTIPURPOSE LEGAL	1	ream	185.12	
TOILET TISSUE PAPER, 2 ply	3	pack	100.88	
Ballpen Black	28	piece	7.70	
Ballpen, Red	13	piece	7.70	
Brush with long Handle for Toilet Floor	2	piece	297.00	
Brush, Hand brush/short Handle plastic for toilet walls	10	piece	38.50	
Dipper, plastic	12	piece	55.00	
Dishwashing Liquid, min. 250ml	3	bottle	49.50	
Folder White, Legal	100	piece	6.05	
Highlighter Branded	13	piece	33.00	
Ink for Brother Printer, Black	1	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	4	bottle	330.00	
Ink Original Epson, 003 Cyan	4	bottle	330.00	
Ink Original Epson, 003 Magenta	4	bottle	330.00	
Ink Original Epson, 003 Yellow	4	bottle	330.00	
Liquid Hand Soap, 1gallon	1	gallon	297.00	

