  
 Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**  
**SAN ANTONIO NATIONAL HIGH SCHOOL**


**REQUEST FOR QUOTATION**

Date: FEB. 8, 2024  
 RFQ No: 24-005

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 San Antonio National High 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 16, 2024 at 10:00AM-1:00PM addressed to:

  
**TIMOTEA M. DELA PENA**  
*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

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

  
**TIMOTEA M. DELA PENA**  
*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](mailto: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 ( 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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**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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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: Purchase of various Office supplies not available at PS DBM</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 within 5 working days upon receipt of Purchase Order</b>			
PHILIPPINE NATIONAL FLAG	2	piece	
STAPLE WIRE, standard	5	box	
PAPER, MULTICOPY A4	50	ream	
PAPER, MULTICOPY LEGAL	5	ream	
Ballpen Black	30	piece	
Correction Tape refillable, round type	10	piece	
Folder White, Legal	100	piece	
Ink Original Epson, 003 Black	10	bottle	
Ink Original Epson, 003 Cyan	5	bottle	
Ink Original Epson, 003 Magenta	5	bottle	
Ink Original Epson, 003 Yellow	5	bottle	
Paper Fastener Coated (Plastic)	5	box	
Photopaper, A4, 20pcs/pack	20	pack	
PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	2	Unit	
PVC (PLASTIC COVER CLEAR) LONG	1	BOX	
USB Flash Drive 3.0, 64GB	3	piece	
PAPER, Multi-Purpose, A4, 70 gsm	100	reams	
**nothing follows**			
0			



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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 listed

**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:**  
 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 : 56,638.68

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>				
PHILIPPINE NATIONAL FLAG	2	piece	284.84	
STAPLE WIRE, standard	5	box	23.76	
PAPER, MULTICOPY A4	50	ream	179.92	
PAPER, MULTICOPY LEGAL	5	ream	211.12	
Ballpen Black	30	piece	7.70	
Correction Tape refillable, round type	10	piece	77.00	
Folder White, Legal	100	piece	6.05	
Ink Original Epson, 003 Black	10	bottle	330.00	
Ink Original Epson, 003 Cyan	5	bottle	330.00	
Ink Original Epson, 003 Magenta	5	bottle	330.00	
Ink Original Epson, 003 Yellow	5	bottle	330.00	
Paper Fastener Coated (Plastic)	5	box	55.00	
Photopaper, A4, 20pcs/pack	20	pack	71.50	
PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	2	Unit	10,450.00	
PVC (PLASTIC COVER CLEAR) LONG	1	BOX	880.00	
USB Flash Drive 3.0, 64GB	3	piece	583.00	
PAPER, Multi-Purpose, A4, 70 gsm	100	reams	108.09	
**nothing follows**				
			56,638.68	
<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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