



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

REQUEST FOR QUOTATION

Date: March 07, 2024

RFQ No: 2024-03-1001

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 15, 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	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)

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
 E mail Address: ozamiz.city@deped.gov.ph



#PalayanKasamaOzamiz



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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	Qty	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 3-5 days from the receipt of Purchase Order</i>				
Cloth, katrina	30	meter		
Toilet Brush, ordinary	35	piece		
Blue Drum Water Container	12	piece		
Electric Flat Iron	1	piece		
Plastic Flower Pot, white, big	10	piece		
Power Adaptor for 8 ports CCTV-DVR	1	piece		
Soldering Iron	2	roll		
Fiber Cable Tools	1	set		
HDMI Splitter 2-way display	1	piece		
Switch Hub 16 ports	1	piece		
HDMI Cable 15m	1	piece		
Ice Maker	1	piece		
Rice Cooker, big	1	piece		
Water Pitcher, plastic, transparent	6	piece		
Bread Slicer/ Serrated Knife	6	piece		
Kawa, medium size	2	piece		
Dish Rack, metal	1	piece		
Glass Container w/ cover, glass, transparent	10	piece		
Can Opener, heavy duty	5	piece		
Gas Refill, 14.7kg, solane	2	tank		
CCTV Set	1	set		
CCTV Power Supply	2	piece		
Go Bags	5	piece		
Flash Light	5	piece		
Canned Goods	45	can		
Medicine Kit Bag	5	piece		
Plastic Strips	5	box		
Micropore Adhesive (1/2x10 yrds)	10	rolls		
Povidone Iodine 120ml	5	bottle		
Clean Gloves	50	pair		
Tongue Depressor(non sterile)	50	piece		
Allen & Irving BP w/ stethoscope	5	set		
Cotton Applicator (non sterile)	50	piece		
Thermometer (digital)	5	piece		
Ice Bag (small)	5	piece		
Hot Bag (small)	5	piece		
Triangular Bandage (with PRC Logo)	10	piece		
Elastic Bandage 2"	10	piece		
Elastic Bandage 3"	5	piece		
Roller Bandage 2"	10	piece		
Roller Bandage 3"	5	piece		
Face Mask	50	piece		
Gauze 4x4 Sterile	75	piece		
Bandage Scissors	5	piece		
SAM Splint	5	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) P122,640.00					
Items	Qty	Unit	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>					
Cloth, katrina	30	meter	65.00		
Toilet Brush, ordinary	35	piece	40.00		
Blue Drum Water Container	12	piece	1,500.00		
Electric Flat Iron	1	piece	750.00		
Plastic Flower Pot, white, big	10	piece	250.00		
Power Adaptor for 8 ports CCTV-DVR	1	piece	550.00		
Soldering Iron	2	roll	300.00		
Fiber Cable Tools	1	set	2,500.00		
HDMI Splitter 2-way display	1	piece	650.00		
Switch Hub 16 ports	1	piece	3,850.00		
HDMI Cable 15m	1	piece	1,500.00		
Ice Maker	1	piece	3,500.00		
Rice Cooker, big	1	piece	3,500.00		
Water Pitcher, plastic, transparent	6	piece	250.00		
Bread Slicer/ Serrated Knife	6	piece	100.00		
Kawa, medium size	2	piece	2,500.00		
Dish Rack, metal	1	piece	1,500.00		
Glass Container w/ cover, glass, transparent	10	piece	500.00		
Can Opener, heavy duty	5	piece	250.00		
Gas Refill, 14.7kg, solane	2	tank	3,000.00		
CCTV Set	1	set	15,000.00		
CCTV Power Supply	2	piece	1,500.00		
Go Bags	5	piece	1,500.00		
Flash Light	5	piece	500.00		
Canned Goods	45	can	30.00		
Medicine Kit Bag	5	piece	100.00		
Plastic Strips	5	box	55.00		
Micropore Adhesive (1/2x10 yrds)	10	rolls	22.00		
Povidone Iodine 120ml	5	bottle	200.00		
Clean Gloves	50	pair	4.00		
Tongue Depressor(non sterile)	50	piece	1.00		



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Allen & Irving BP w/ stethoscope	5	set	1,190.00		
Cotton Applicator (non sterile)	50	piece	1.00		
Thermometer (digital)	5	piece	65.00		
Ice Bag (small)	5	piece	60.00		
Hot Bag (small)	5	piece	60.00		
Triangular Bandage (with PRC Logo)	10	piece	40.00		
Elastic Bandage 2"	10	piece	20.00		
Elastic Bandage 3"	5	piece	25.00		
Roller Bandage 2"	10	piece	15.00		
Roller Bandage 3"	5	piece	18.00		
Face Mask	50	piece	1.50		
Gauze 4x4 Sterile	75	piece	3.00		
Bandage Scissors	5	piece	55.00		
SAM Splint	5	piece	750.00		
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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