



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

REQUEST FOR QUOTATION

Date: April ,2024

RFQ No:

Company/Business Name:¹ _____
 Address: _____
 Business/Mayor's Permit No.: _____
 TIN: _____
 PhilGEPS Registration Number (required): _____

The **SINUSA INTEGRATED SCHOOL**, through its Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Office Supplies for the month of March 2024** through **NP - Small Value Procurement** 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 Before April , 2024 at 1:30 PM** addressed to:


GUENIE M. MINTALAR
 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

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. 09066267811 or email address at lorena.saquin@deped.gov.ph.


GUENIE M. MINTALAR
 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, 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:

Procurement Activity: Supply and Delivery of Office Supplies for the month of April 2024			
Minimum Technical Specification	Quantity/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>			
(2) Delivery Period is <u>10 days upon receipt of PO by the supplier</u>			
ALCOHOL, Ethyl, 1 Gallon	10		
CLEARBOOK, legal size	30		
Monoblock Chair, beige	15		
Tape, Transparent, 48mm	24		
CARTOLINA, assorted colors	30		
PAPER, MULTICOPY A4	30		
PAPER, MULTIPURPOSE Legal	10		
TOILET ISSUE PAPER, 2 Ply	9		
Load Card(300)	6		
Certificate Holder, Plastic A4	120		
Clearbook, 40 pockets, legal Size	10		
Cloth, colored	30		
Curtain with Ring Hole	6		
Dipper	10		
Envelope, Brown A4	300		
Envelope, Brown long	100		
Envelope, Expanded, Long, Assorted colors	100		
Folder White, Legal	100		
Illustration Board (1/4)	120		
metallic paper foil	40		
Microphone with receiver, heavy duty	1		
Pencil No. 2	50		
Stapler, Standard 35 with remover heavy duty	10		
Tape, Transparent/Scotch Tape/Plastic Tape	10		
Laminating Film	1		
Printer (basic)(print only)	2		
nothing follows			



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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 month of April 2024

Total Approved Budget for the Contract : 65,509.80

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>				
ALCOHOL,Ethyl,1 Gallon	10	451.36		
CLEARBOOK,legal size	30	38.48		
Monoblock Chair,beige	15	375.44		
Tape,Transparent,48mm	24	23.92		
CARTOLINA,assorted colors	30	90.48		



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Procurement Activity: Supply and Delivery of Office Supplies for the month of April 2024				
Total Approved Budget for the Contract : 65,509.80				
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.				
PAPER, MULTICOPY A4	30	179.92		
PAPER, MULTIPURPOSE Legal	10	211.12		
TOILET ISSUE PAPER,2 Ply	9	100.88		
Load Card(300)	6	335.50		
Certificate Holder, Plastic A4	120	46.20		
Clearbook,40 pockets,legal Size	10	154.00		
Cloth,colored	30	50.00		
Curtain with Ring Hole	6	495.00		
Dipper	10	55.00		
Envelope, Brown A4	300	3.58		
Envelope, Brown long	100	3.58		
Envelope, Expanded, Long, Assorted colors	100	14.30		
Folder White, Legal	100	6.05		
Illustration Board (1/4)	120	16.50		
metalic paper foil	40	15.40		
Microphone with reciever,heavy duty	1	3,000.00		
Pencil No. 2	50	7.70		
Stapler, Standard 35 with remover heavy duty	10	200.00		
Tape, Transparent/Scotch Tape/Plastic Tape, 3"	10	71.50		
Laminating Film	1	825.00		
Printer (basic)(print only)	2	7,700.00		
TOTAL OFFERED QUOTATION	In Words:			
	In Figures:			

 Signature over Printed Name and Date

 Position/Designation

 Office Telephone/Mobile Numbers

 Email Address(es)



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