

## **Department of Education**

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

#### REQUEST FOR QUOTATION

Company/Business Name:

Address:

Business/Mayor's Permit No.:

TIN:

PhilGEPS Registration Number (required):

The LABINAY NATIONAL HIGH 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 2:30 PM addressed to:

JOJIE R. HONCULADA 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 APCs Above 50 000 Small Value Brown A			
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			

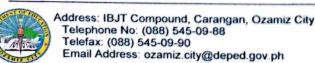
In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

For any clarification, you may contact us at mobile no. 09066267811 or email address at <a href="mailto:thelma.moreno@deped.gov.ph">thelma.moreno@deped.gov.ph</a>.

JOJIE R. HONGULADA Bids and Awards Committee, Chairman

Date: April

,2024



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#### Republic of the Philippines

### Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

#### **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.
- 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.
- 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.



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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SCHOOLS DIVISION OF OZAMIZ CITY

#### **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 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.



Address: IBJT Compound, Carangan, Ozamiz City Telephone No: (088) 545-09-88 Telefax: (088) 545-09-90

Telefax: (088) 545-09-90 Email Address: ozamiz.city@deped.gov.ph











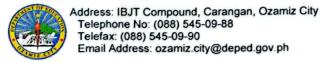
## **Department of Education**

REGION X – NORTHERN MINDANAO

#### SCHOOLS DIVISION OF OZAMIZ CITY

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: Suppl	Procurement Activity: Supply and Delivery of Office Supplies for the Month of March 2024						
Minimum Technical Specification	Quantity/Unit	Offered Technical Specifications/Service	Statement of Compliance ("Comply" or "Not Comply"				
Note: (1) Non-compliance wit	h the minimum requ	uired specifications shall be t	ejected.				
(2) Delivery Period is 10	0 days from the rece	ipt of Purchase Order					
Television 40 inches, SMART TV	5 units						
HDMI, 10 Meters	5 pcs		Para de la companya del companya de la companya de la companya del companya de la				
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# Department of Education REGION X - NORTHERN MINDANAO

# SCHOOLS DIVISION OF OZAMIZ CITY

#### FINANCIAL OFFER:

Please quote your <u>best offer</u> 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 Bar Transfer facility after Submission of Billing and documents needed for the payment. Bank Transfe Supplier must submit a photocopy of their passbo	User Acceptance of the er fee shall be charged a	e product and against the cree	other supp		
Payment Details:	Ö				
Banking Institution:					
Account Number:					
A ccount Name (should be the exact account name		ink):			
Branch:			-	•	
Procurement Activity: Supply and Delivery of Off	fice Supplies for the mo	nth of April 20	24	AND THE	
Total Approved Budget for the Contract: 70,500.0	00				
Items	Quantity/Unit	ABC Per Item/ unit	Offered Price per item/unit	Total Offered Price per item	
Note: Non-Compliance with the minimum required	d specifications shall be	rejected.			
Television 40 inches, SMART TV	5 units	13,500.00			
HDMI, 10 Meters	5 pcs	600.00			
*nothing follows*					
	In Words:				
AA					
TOTAL OFFERED QUOTATION	In Figures:				
			and the same of th		
	Signature over Printed Name and Date				
	Position/Designation				
	Office Te	lephone/Mobil	e Numbers		
	Email Address(es)				
Address: IBJT Compound, Carangan, Ozamiz C	City	1100			







