



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

REQUEST FOR QUOTATION

Date: 4/08/2024
RFQ No.: 2024-04-010

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

The Department of Education – Division of Ozamiz City (Catadman Elementary School), through its Bids and Awards Committee (BAC), intends to procure **for Various Office Supplies from CatadmanES April 2024 MOOE** through **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 **April 17, 2024 at 3:00PM** addressed to:

MELLANY A. MAGANA
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.

¹In 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. 09189422170 or email address at mellany.magana@deped.gov.ph.


MELLANY A. MAGANA
Bids and Awards Committee, Chairman



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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 mellany.magana@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(Catadman Elementary School), Division of Ozamiz City. 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(Catadman Elementary School), 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 to 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: Purchases of Various Office Supplies from CatadmanES April 2024 MOOE.			
Minimum Technical Specifications	Quantity	Offered Technical Specifications/Service	Statement of Compliance (“Comply” or “Not Comply”)
<i>Note: (1) Non-compliance with the minimum required specifications shall be rejected. (2) Delivery/Pick-up Period is <u>within April 22-24, 2024</u>.</i>			
CLEARBOOK, Legal size	22 pcs		
CLEANER, Toilet Bowl and Urinal	25 bottles		
GLUE, all-purpose	22 bottles		
Glue Stick (Small Diameter)	220 pcs		
Glue Gun Heavy Duty Small	7 pcs		
Ink for Brother Printer, Black	2 bottles		
Ink for Brother Printer, Cyan	2 bottles		
Ink for Brother Printer, Magenta	2 bottles		
Ink for Brother Printer, Yellow	2 bottles		
Ink Original Epson, 003 Black	22 bottles		
Ink Original Epson, 003 Yellow	22 bottles		
Liquid Bleach, 1 Gallon	22 Gallons		
Photopaper, A4, 20pcs/pack	5 packs		
Pins, push type, Plastic head	5 packs		
Pins (pokpok)	20 pads		
Stapler, Standard 35 with remover heavy duty	22 pcs		
Tape Double sided, 1"	22 rolls		
Tape Transparent/Scotch Tape/Plastic Tape, 2 "	22 rolls		
PRINTER Eco Tank All-in-One Ink (print,scan,copy), No wifi	1 unit		
Sticky Notes 3"x3"	3 packs		
RECORD BOOK, 300 PAGES	3 books		
Battery AAA Max Alkaline Heavy Duty 2s/pack	2 packs		



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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.

<p>Terms of Payment:</p> <p><i>Payment shall be made through Development Bank of the Philippines' Check Issuance 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.</i></p> <p>Payment Details:</p> <p>Banking Institution: _____</p> <p>Account Number: _____</p> <p>Account Name (should be the exact account name as registered in the bank): _____</p> <p>Branch: _____</p>

Procurement Activity: Purchases of Various Office Supplies from CatadmanES April 2024 MOOE.
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Total Approved Budget for the Contract (ABC) = Php 58,295.27

Items	Quantity	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>				
CLEARBOOK, Legal size	22 pcs	42.33		
CLEANER, Toilet Bowl and Urinal	25 bottles	49.19		
GLUE, all-purpose	22 bottles	77.79		
Glue Stick (Small Diameter)	220 pcs	6.05		
Glue Gun Heavy Duty Small	7 pcs	605.00		
Ink for Brother Printer, Black	2 bottles	490.05		
Ink for Brother Printer, Cyan	2 bottles	490.05		
Ink for Brother Printer, Magenta	2 bottles	490.05		
Ink for Brother Printer, Yellow	2 bottles	490.05		
Ink Original Epson, 003 Black	22 bottles	363.00		
Ink Original Epson, 003 Yellow	22 bottles	363.00		
Liquid Bleach, 1 Gallon	22 Gallons	181.50		
Photopaper, A4, 20pcs/pack	5 packs	78.65		
Pins, push type, Plastic head	5 packs	30.25		
Pins (pokpok)	20 pads	13.31		
Stapler, Standard 35 with remover heavy duty	22 pcs	484.00		
Tape Double sided, 1"	22 rolls	31.46		
Tape Transparent/Scotch Tape/Plastic Tape, 2 "	22 rolls	31.46		
PRINTER Eco Tank All-in-One Ink (print,scan,copy), No wifi	1 unit	11,495.00		
Sticky Notes 3"x3"	3 packs	42.35		
RECORD BOOK, 300 PAGES	3 books	80.08		
Battery AAA Max Alkaline Heavy Duty 2s/pack	2 packs	133.10		

Total Offered Quotation	In Words: _____
	In Figures: _____

Signature of Printed Name and Date
Position/Designation
Office Telephone/Mobile Numbers
Email Addresses