



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City

PURCHASE REQUEST

2023-05-0206

Department:		Department of Education [DepEd]		PR No:		DATE: MAY 24, 2023
Section / Office:		SUPPLY OFFICE		SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
1	PIECE	BALLPEN, BLUE, 0.5MM	500	8.00	4,000.00	
2	PIECE	BALLPEN, BLACK, 0.5MM	500	8.00	4,000.00	
3	BOX	BINDER CLIP, SIZE: 25MM or 1", 1 DOZEN PER BOX	136	50.00	6,800.00	
4	BOX	BINDER CLIP, SIZE: 50MM or 2", 1 DOZEN PER BOX	53	75.00	3,975.00	
5	PIECE	CORRECTION TAPE, 5MM X 8 METERS	335	45.00	15,075.00	
6	BOX	ENVELOPE DOCUMENTARY LEGAL, 500PCS PER BOX	3	2,000.00	6,000.00	
7	PIECE	FOLDER WHITE, WITH TAB, SIZE: LEGAL	2500	8.00	20,000.00	
8	PIECE	HIGHLIGHTER, Water-based ink suitable for paper, YELLOW	80	55.00	4,400.00	
9	ROLL	MASKING TAPE, 2 INCH	14	130.00	1,820.00	
10	PIECE	DATA FILE FOLDER, ARCH FILE, LEGAL, COLOR: BLUE	140	250.00	35,000.00	
11	PIECE	DATA FILE FOLDER, LEDGER FILE, LEGAL, COLOR: BLACK	50	250.00	12,500.00	
12	PAD	NOTE PAD, stick on, 3" x 3"	100	30.00	3,000.00	
13	PACK	NOTE PAD, stick on, SIGN HERE sticky notes	100	50.00	5,000.00	
14	PIECE	EXPANDED ENVELOPE LONG	1400	20.00	28,000.00	
15	REAM	BONDPAPER, 80GSM, A4	432	190.00	82,080.00	
16	REAM	BONDPAPER, 80GSM, LEGAL	303	210.00	63,630.00	
17	PIECE	SIGN PEN, BLACK, 0.7	500	30.00	15,000.00	
18	PIECE	SIGN PEN, BLUE, 0.7	500	30.00	15,000.00	
19	REAM	CERTIFICATE PAPER, SIZE: SHORT, 85GSM, COLOR: CORNFIELD CREAM, 500s/pack	31	1,000.00	31,000.00	
20	PIECE	RECORD BOOK, 150 PAGES	10	60.00	600.00	
21	PACK	BATTERY, dry Cell, size AA, 2 CELL PER PACK	80	110.00	8,800.00	
22	PACK	BATTERY, dry Cell, size AAA, 2 CELL PER PACK	80	110.00	8,800.00	
23	PACK	WORKX SPECIAL PAPER, 200GSM, CREAM, 10/PACK	20	60.00	1,200.00	
24	BOTTLE	BROTHER INK, BLACK, BT60BK	20	580.00	11,600.00	
25	BOTTLE	BROTHER INK, CYAN, BT5000C	2	580.00	1,160.00	
26	BOTTLE	BROTHER INK, MAGENTA, BT5000M	2	580.00	1,160.00	
27	BOTTLE	BROTHER INK, YELLOW, BT5000Y	2	580.00	1,160.00	
28	PIECE	MARKING PEN, PERMANENT, BLACK, BROAD	118	55.00	6,490.00	
PAGE 1 OF 1						
THREE HUNDRED NINETY SEVEN THOUSAND TWO HUNDRED FIFTY PESOS					P 397,250.00	
PURPOSE: PROCUREMENT OF ITEMS UNDER 2ND QUARTER PPMP OF CURRENT FISCAL YEAR						
Requested by:			Approved by:			
Signature:						
Printed Name:	JUN LEONARD U. ROMARATE			ROY C. TUBALLA EMD, JD, CESO VI		
Designation:	Administrative Officer IV			Schools Division Superintendent		
Date:	5-24-23			MOS-EDDPP-002 GAS-MED @ 5/2023		



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



REQUEST FOR QUOTATION

The Department of Education – Zamboanga Del Norte (DEPED) – Bids and Awards Committee (BAC) will undertake a Small Value Procurement with the title **Procurement of items under 2nd Quarter PMPP of Current Fiscal Year (PR No. 2023-05-0206)** for FY 2023 in accordance with Section 53.9 of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided at the next page of this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative not later than JUN 06 2023 00 A.M. at the BAC Office, Schools Division of Zamboanga del Norte, Capitol Drive Estaka Dipolog City. Open submission may be submitted, manually or through email at zn.bac@deped.gov.ph

A copy of your 2023 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SEC/CDA, Certificate of Registration and Omnibus Sworn Statement is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at cellphone no. 0097-175-9453.

JUDITH V. ROMAGUERA CESO VI
 Assistant Schools Division Superintendent
 BAC CHAIRPERSON **730 MAY 2023**

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PIECE	BALLPEN, BLUE 0.5MM	500		
2	PIECE	BALLPEN BLACK 0.5MM	500		
3	BOX	BINDER CLIP, SIZE: 25MM OR 1, 1 DOZEN PER BOX	136		
4	BOX	BINDER CLIP, SIZE: 50MM OR 2, 1 DOZEN PER BOX	53		
5	PIECE	CORRECTION TAPE 5MM x 8 METERS	335		
6	BOX	ENVELOPE DOCUMENTARY LEGAL, 500 PCS PER BOX	3		
7	PIECE	FOLDER WHITE WITH TAB SIZE: LEGAL	2500		
8	PIECE	HIGHLIGHTER, WATER BASED INK SUITABLE FOR PAPER, YELLOW	80		
9	ROLL	MASKING TAPE, 2 INCH	14		
10	PIECE	DATA FILE FOLDER, ARCH FILE, LEGAL, COLOR: BLUE	140		
11	PIECE	DATA FILE FOLDER, LEDGER FILE, LEGAL COLOR: BLACK	50		
12	PAD	NOTEPAD, STICK ON 3x3	100		
13	PACK	NOTEPAD STICK ON, SIGN HERE STICKY NOTES	100		
14	PIECE	EXPANDED ENVELOPE LONG	1400		
15	REAM	BONDPAPER, 80GSM, A4	432		
16	REAM	BONDPAPER, 80GSM, LEGAL	303		
17	PIECE	SIGN PEN BLACK 0.7	500		
18	PIECE	SIGN PEN BLUE 0.7	500		
19	REAM	CERTIFICATE PAPER, SIZE: SHORT, 85GSM, COLOR: CORNFIELD CREAM, 500S/PACK	31		
20	PIECE	RECORD BOOK 150 PAGES	10		
21	PACK	BATTERY, DRY CELL, SIZE AA, 2 CELL PER PACK	80		
22	PACK	BATTERY, DRY CELL, SIZE: AAA 2 CELL PER PACK	80		
23	PACK	WORX SPECIAL PAPER, PAPER 200GSM, CREAM 10/PACK	20		
24	BOTTLE	BROTHER INK, BLACK BT60BK	20		
25	BOTTLE	BROTHER INK, CYAN BT5000C	2		
26	BOTTLE	BROTHER INK, MAGENTA BT5000M	2		
27	BOTTLE	BROTHER INK, YELLOW BT5000Y	2		
28	PIECE	MARKING PEN, PERMANENT, BLACK, BROAD	118		
		NOTHING FOLLOWS			
		TOTAL			

*The above quoted prices are inclusive of all costs and applicable taxes.

The Chairman
 Bids and Awards Committee

Division of Zamboanga del Norte
 Capitol Drive, Estaka, Dipolog City

Madame:

Pursuant to the terms and conditions of this bidding, I/We hereby submit my/our bid proposal with the prices opposite each item for which bidder's bond of _____ is herewith proposed/enclosed as guaranty for the faithful compliance of my/our obligations.

Very truly yours,

 Name & Signature of Bidder/Offeror

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DEPARTMENT OF EDUCATION
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Dipolog City 7100

CERTIFICATE OF CANVASS

THIS IS TO CERTIFY that the foregoing canvass / quotation was made in accordance with the government rules and regulation on any contract into and contain herein the following pertinent facts.

NAME OF DEALER	DATE RECEIVED	SIGNATURE

RADJIE G. ENERIO

Canvasser

12/15/02
Date of Canvass

BIDDERS CERTIFICATE

THIS IS TO CERTIFY that the undersigned of _____ located at _____ personally received the Invitation to Bid/Request for Quotations from Department of Education – Zamboanga del Norte Division duly signed by the Principal of the Entity on _____ and further certifies that:

1. The signatures affixed in the Invitation to Bid/Request for quotations as bidder is authentic as belonging to me or my authorized representatives;
2. That all the data/information and quotations reflected therein are true and correct;
3. That each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction of the original and that all statements and information provided therein are true and correct;

Issued this _____ day of _____, in the City of Dipolog, Province of Zamboanga del Norte.

(Name of the Owner/Authorized Representative)

(Signature)

(Date)