



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

**PURCHASE REQUEST**

Department:		Department of Education [DepEd]		PR No	2021-02-0088	February 26, 2021
Section / Office:		SUPPLY		SAI No		
Stock No	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
1	UNIT	PAPER SHREDDER	1	7,000.00	7,000.00	
2	UNIT	EXECUTIVE TABLE	2	10,000.00	20,000.00	
3	UNIT	AIR PURIFIER RECHARGEABLE	3	3,000.00	9,000.00	
4	UNIT	MEASURING TOOL WITH ROLLER	3	6,000.00	18,000.00	
5	UNIT	FOGGING MACHINE, FOR DISINFECTANT	1	7,500.00	7,500.00	
6	PIECE	ADULT BP CLIFF	2	2,800.00	5,600.00	
7	PACK	SD CHECK 5BOTS/50'S	5	500.00	2,500.00	
8	PACK	ONE TOUCH SELECT 5BOTS/50'S	5	1,300.00	6,500.00	
9	BOX	LANCETS 100/BOX	5	1,000.00	5,000.00	
10	UNIT	WATER DISPENSER	2	10,000.00	20,000.00	
		SPECS				
		Top Loading Hot and Cold Water Dispenser				
		220v/60Hz				
		Temperature Selection (Hot or Cold)				
		Soft and Anti-Slip Faucet Handles				
		With Built-in Bottom Storage Cabinet				
		Water Collector for a Mess-Free Environment				
PAGE 1						
<b>ONE HUNDRED ONE THOUSAND ONE HUNDRED PESOS</b>					<b>P</b>	<b>101,100.00</b>
<b>PURPOSE: PPMP 1ST QUARTER 2021</b>						
Requested by:		Approved by:				
Signature:						
Printed Name:	LEONIDO A. PAMPILO, JR.		MA. LIZA B. TABILON, CESO V			
Designation:	OIC- Supply		Schools Division Superintendent			
Date:						

CH - MATE VERG  
 PPMP 1st Qtr 2021  
 MOC - LDOA/P/K/D



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 for the **PPWP 1ST QUARTER 2021 (PN 2020-02-0000)** in accordance with (Title of the Project) 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 MAR 11 2021 10:00 A.M.** at the BAC Office, Schools Division Office of Zamboanga del Norte, Capitol Drive Estaka Dipolog City. Open submission may be submitted, manually or through email at [bidder@deped-zamboanga-del-norte.com](mailto:bidder@deped-zamboanga-del-norte.com).

A copy of your 2021 Business/Mayor's Permit, PhAGEPS Registration Number, Tax Clearance, DT/SEC/COA, Certificate of Registration and Omnibus Bids Statement is also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at telephone no. 0938-7375-625.

**JUDITH V. ROMAGUERA, CESE,**  
 Assistant Schools Division Superintendent  
 BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	UNIT	PAPER SHREDDER	1		
2	UNIT	EXECUTIVE TABLE	2		
3	UNIT	AIR PURIFIER RECHARGEABLE	3		
4	UNIT	MEASURING TOOL WITH ROLLER	3		
5	UNIT	FOGGING MACHINE, FOR DISINFECTANT	1		
6	PIECE	ADULT BP CLIFF	2		
7	PACK	SD CHECK 5BOTS/50'S	5		
8	PACK	ONE TOUCH SELECT 5BOTS/50'S	5		
9	BOX	LANCETS 100/BOX	5		
10	UNIT	WATER DISPENSER	2		
<b>TOTAL</b>					

\*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,

\_\_\_\_\_  
 Signature of Bidder/Offeror

**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the contents of this form in any way.
- (3) All technical specifications are mandatory.
- (4) Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (5) Failure to follow these instructions will disqualify your entire quotation.

**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The DBM shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the GPPB-TSO 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.
10. **Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.**
11. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DBM shall rescind 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 open to it.

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

  
**CARL JOSHUA V. LIMBARING**  
Canvasser

\_\_\_\_\_  
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)