



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

PURCHASE REQUEST

Department		Department of Education (DepEd)	PR No.	2021-03-0088	February 24, 2021
Section / Office		SUPPLY	SAI No.		
Quant No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
1	PIECE	STAMP PAD INK, PURPLE	9	35.00	315.00
2	PIECE	STAMP PAD	7	45.00	315.00
3	PIECE	NOTE PAD, SIGN HERE STICKY NOTES	127	60.00	7,620.00
4	REAM	BOND PAPER, A4, 80GSM	530	200.00	105,700.00
5	REAM	BOND PAPER, LEGAL, 80GSM	423	310.00	131,130.00
6	PIECE	RECORD BOOK, 300 PAGES	55	80.00	4,400.00
7	PIECE	RECORD BOOK, 500 PAGES	31	100.00	3,100.00
8	BOTTLE	GLUE, 240GRAMS	35	60.00	2,100.00
9	BOX	STAPLE WIRE, STANDARD #35	60	50.00	3,000.00
10	ROLL	MASKING TAPE, 24MM, 1 INCH	29	30.00	870.00
11	ROLL	SCOTCH TAPE, TRANSPARENT, 24MM, 1 INCH	37	30.00	1,110.00
12	ROLL	SCOTCH TAPE, TRANSPARENT, 48MM, 2 INCH	16	120.00	1,920.00
13	PIECE	RULER, PLASTIC	6	30.00	180.00
14	BOX	BINDER CLIP, 2 INCH	4	80.00	320.00
15	PIECE	RING BINDER, 1/2 (50PIECES), 1/4 (34PIECES)	84	60.00	5,040.00
16	PIECE	FOLDER, PRESSBOARD, SIZE 240MM X 370MM	900	18.00	16,200.00
17	PIECE	CORRECTION TAPE, FILM BASE TYPE	261	25.00	6,525.00
18	PIECE	DATA FILE FOLDER, MADE OF CHIPBOARD, TAGLIA LOCK	291	180.00	52,380.00
19	PIECE	ENVELOPE, DOCUMENTARY, LEGAL	500	5.00	2,500.00
20	PIECE	EXPANDED ENVELOPE, KRAFTBOARD, LEGAL	1500	15.00	22,500.00
21	BOX	MAILING ENVELOPE, WHITE WITH WINDOW, XX	2	490.00	980.00
22	PIECE	CLEAR BOOK, LEGAL (COLOR YELLOW, BLUE, BLACK, GREEN)	161	80.00	12,880.00
22	PIECE	CLEAR BOOK, A4	120	65.00	7,800.00
23	PIECE	PENCIL, LEAD WITH ERASER	216	10.00	2,160.00
24	PIECE	CUTTER, FOR HEAVY DUTY CUTTER	90	20.00	1,800.00
25	PIECE	PENCIL SHARPENER	36	10.00	360.00
26	PIECE	DATE STAMP	8	150.00	1,200.00
27	PIECE	PUNCHER, HEAVY DUTY, WITH TWO HOLE	23	350.00	8,050.00
28	PIECE	STAPLER, STANDARD TYPE	16	90.00	1,440.00
29	PIECE	STAPLE REMOVER	4	35.00	140.00
30	PIECE	CALCULATOR, 12 DIGITS	26	450.00	11,700.00
31	PIECE	ERASER, FOR PENCIL DRAFT/WRITING	6	70.00	420.00
32	PIECE	SIGN PEN, BLACK, 0.5MM	370	30.00	11,100.00
33	PIECE	SIGN PEN, BLUE, 0.5MM	334	30.00	10,020.00
34	PIECE	SIGN PEN, RED, 0.5MM	113	30.00	3,390.00

PAGE 1 of 2

FOUR HUNDRED EIGHTY-EIGHT THOUSAND SIX HUNDRED SIXTY FIVE PESOS P 488,665.00

PURPOSE: PPMP 1ST QUARTER 2021

Requested by:	Approved by:
Signature:	
Printed Name: LEONIDO A. PAMPILO, JR.	MA. LIZA R. TABILON, CESOV V
Designation: OIC- Supply	Schools Division Superintendent
Date:	

LEONIDO A. PAMPILO
 PPMP (1ST QTR)



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

PURCHASE REQUEST

Department:		Department of Education [DepEd]			PR No.	2021-02-0089	February 26, 2021
Section / Office:		SUPPLY			SAI No.		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost		
		BALANCE FORWARDED				488,665.00	
35	PIECE	BALLPEN, BLACK	373	10.00		3,730.00	
36	PIECE	BALLPEN, BLUE	585	10.00		5,850.00	
37	PIECE	BALLPEN, RED	32	10.00		320.00	
38	PIECE	BALLPEN, GREEN	12	10.00		120.00	
39	BOX	PAPER FASTENER, PLASTIC	13	40.00		520.00	
40	ROLL	DOUBLE SIDED TAPE, 1 INCH	27	60.00		1,620.00	
41	PIECE	SEALANT, ALL PURPOSE, (20MG)	30	160.00		4,800.00	
42	PIECE	RUBBER DATE STAMP (PAID)	3	300.00		900.00	
43	PIECE	STAPLER SMALL, #10	1	250.00		250.00	
44	BOX	STAPLE WIRE, #10	2	30.00		60.00	
45	PAIR	SCISSORS	18	120.00		2,160.00	
46	PACK	STICKER PAPER, GLOSSY	16	120.00		1,920.00	
47	PACK	PHOTO PAPER	33	110.00		3,630.00	
48	PACK	CLEAR SHEET, EXTRA PAGES FOR CLEARBOOK, REFILL, A4	12	60.00		720.00	
49	PACK	CLEAR SHEET, EXTRA PAGES FOR CLEARBOOK, REFILL LEGAL	21	75.00		1,575.00	
50	REAMS	CANON LAID PAPER, IVORY, LEGAL	34	1,100.00		37,400.00	
51	PIECE	LEGDER CARD, LEGAL SIZE	1000	25.00		25,000.00	
52	PACK	BATTERY, AA, 2PCS PER BLISTER PACK	33	130.00		4,290.00	
53	PACK	BATTERY, AAA, 2PCS PER BLISTER PACK	24	110.00		2,640.00	
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PAGE 1 of 2							
FIVE HUNDRED EIGHTY-SIX THOUSAND ONE HUNDRED SEVENTY PESOS						P 586,170.00	

PURPOSE: PPMP 1ST QUARTER 2021

	Requested by:	Approved by:
Signature:		
Printed Name:	LEONIDO A. PAMPILO, JR.	MA. LIZA R. TABILON, CESO V
Designation:	OIC- Supply	Schools Division Superintendent
Date:		GAT - MATH OSORA DTD

PPMP 1st Quarter
MPS - LDP - P - Dg



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

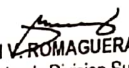


REQUEST FOR QUOTATION

The Department of Education – Zamboanga Del Norte (DEPED) – Bids and Awards Committee (BAC) will undertake a Small Value Procurement for the **PPMP 1ST QUARTER 2021 (PR 2020-02-0089)** 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 March 11, 2021, 10:00 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 zndivisionbacssecretariat@gmail.com.

A copy of your 2021 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. 0938-7375-625.


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

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PIECE	STAMP PAD INK, PURPLE	9		
2	PIECE	STAMP PAD	7		
3	PIECE	NOTE PAD, SIGN HERE STICKY NOTES	127		
4	REAM	BOND PAPER, A4, 80GSM	530		
5	REAM	BOND PAPER, LEGAL, 80GSM	423		
6	PIECE	RECORD BOOK, 300 PAGES	55		
7	PIECE	RECORD BOOK, 500 PAGES	31		
8	BOTTLE	GLUE, 240GRAMS	35		
9	BOX	STAPLE WIRE, STANDARD #35	60		
10	ROLL	MASKING TAPE, 24MM, 1 INCH	29		
11	ROLL	SCOTCH TAPE, TRANSPARENT, 24MM, 1 INCH	37		
12	ROLL	SCOTCH TAPE, TRANSPARENT, 48MM, 2 INCH	16		
13	PIECE	RULER, PLASTIC	6		
14	BOX	BINDER CLIP, 2 INCH	4		
15	PIECE	RING BINDER, 1/2 (50PIECES), 1/4 (34PIECES)	84		
16	PIECE	FOLDER, PRESSBOARD, SIZE: 240MM X 370MM	900		
17	PIECE	CORRECTION TAPE, FILM BASE TYPE	261		
18	PIECE	DATA FILE FOLDER, MADE OF CHIPBOARD, TAGLIA LOCK	291		
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21	BOX	MAILING ENVELOPE, WHITE WITH WINDOW, XX	2		
22	PIECE	CLEAR BOOK, LEGAL (COLOR: YELLOW, BLUE, BLACK, GREEN)	161		
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25	PIECE	PENCIL SHARPENER	36		
26	PIECE	DATE STAMP	8		
27	PIECE	PUNCHER, HEAVY DUTY, WITH TWO HOLE	23		
28	PIECE	STAPLER, STANDARD TYPE	16		
29	PIECE	STAPLE REMOVER	4		
30	PIECE	CALCULATOR, 12 DIGITS	26		
31	PIECE	ERASER, FOR PENCIL DRAFT/WRITING	6		
32	PIECE	SIGN PEN, BLACK, 0.5MM	370		
33	PIECE	SIGN PEN, BLUE, 0.5MM	334		
34	PIECE	SIGN PEN, RED, 0.5MM	113		
35	PIECE	BALLPEN, BLACK	373		
36	PIECE	BALLPEN, BLUE	585		
37	PIECE	BALLPEN, RED	32		
38	PIECE	BALLPEN, GREEN	12		
39	BOX	PAPER FASTENER, PLASTIC	13		
40	ROLL	DOUBLE SIDED TAPE, 1 INCH	27		

41	PIECE	SEALANT, ALL PURPOSE, (20MG)		
42	PIECE	RUBBER DATE STAMP (PAID)	3	
43	PIECE	STAPLER SMALL, #10	1	
44	BOX	STAPLE WIRE, #10	2	
45	PAIR	SCISSORS	18	
46	PACK	STICKER PAPER, GLOSSY	16	
47	PACK	PHOTO PAPER	33	
48	PACK	CLEAR SHEET, EXTRA PAGES FOR CLEARBOOK, REFILL, A4	12	
49	PACK	CLEAR SHEET, EXTRA PAGES FOR CLEARBOOK, REFILL LEGAL	21	
50	REAMS	CANON LAID PAPER, IVORY, LEGAL	34	
51	PIECE	LEGDER CARD, LEGAL SIZE	1000	
52	PACK	BATTERY, AA, 2PCS PER BLISTER PACK	33	
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,

 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)