



Republic of the Philippines

Department of Education

REGION IX

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 PPMP OF CURRENT FISCAL YEAR (PR NO.2024-04-138)** for FY 2024 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 **May 02, 2024 10:00:00 AM** 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 2024 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SEC/CDA, Certificate of Registration and Omnibus Sworn Statement are also required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at cellphone no. 0946-025-6019.

ZYHRINE D. MAYORMITA
BAC Chairperson - Goods & Services

APR 24 2024

Stock No.	Unit	Item Description	Quantity	Unit Price	Total Price
1	piece	BALLPEN, BLACK, 0.7MM	240		
2	piece	BALLPEN, BLUE, 0.7MM	240		
3	ream	BONDPAPER, 80GSM, SHORT	30		
4	piece	SIGN PEN, BLUE, 0.7	150		
5	piece	SIGN PEN, BLUE, V10 GRIP HI-TECHPOINT, 1.0MM	60		
6	piece	SIGN PEN, BLUE, 0.5	150		
7	piece	SIGN PEN, BLACK, 0.7	360		
8	piece	SIGN PEN, BLACK, 0.5	240		
9	piece	MARKER, PERMANENT, BLACK, FINE	120		
10	piece	MARKER, PERMANENT, BLUE, BROAD	120		
11	ream	MORROCO BOARD A4, BLUE	10		
12	ream	MORROCO BOARD LEGAL, BLUE	10		
13	ream	ACETATE BINDING COVER A4	10		
14	ream	ACETATE BINDING COVER LEGAL	10		
15	pack	SIGN HERE sticky notes	100		
16	piece	DATA FILE FOLDER, ARCH FILE, LEGAL, SIDE CLIP, ROYAL BLUE	100		
17	piece	DATA FILE FOLDER, LEDGER FILE, TOP CLIP, LEGAL, BLACK	100		
18	piece	DATA FILE FOLDER, LEDGER FILE, TOP CLIP, LEGAL, ROYAL BLUE	50		
19	piece	CERTIFICATE HOLDER, SHORT, BLUE	250		
20	piece	EXPANDED ENVELOPE, LEGAL, KRAFT	500		
21	piece	WHITE FOLDER, LEGAL	1000		
22	piece	WHITE FOLDER, A4	200		
23	roll	MASKING TAPE, 1", 24MM	30		
24	roll	MASKING TAPE, 2", 48MM	50		
25	roll	TAPE, TRANSPARENT, 1"	30		
26	roll	TAPE, TRANSPARENT, 2"	50		
27	pack	PHOTO PAPER, A4 GLOSSY	20		
28	pack	STICKER PAPER, A4, GLOSSY	100		
29	pack	STICKER PAPER, A4, MATTE	100		
30	BOX	STAPLE WIRE, NO. 35	50		
31	piece	STAPLE REMOVER, PLIER-TYPE	30		
32	piece	WORX SPECIAL PAPER, 200GSM, A4, WHITE	50		
33	pack	AA BATTERY, 2 CELLS	50		
34	pack	AAA BATTERY, 2 CELLS	50		
35	BOTTLE	GLUE, ALL-PURPOSE, 130G	50		



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Stock No.	Unit	Item Description	Quantity	Unit Price	Total Price
36	piece	CORRECTION TAPE, HIGH QUALITY	300		
37	BOX	FASTENER, PLASTIC, SHORT	50		
38	BOX	PAPER CLIP, VINYL/PLASTIC COATED, 33MM	50		
39	BOX	PAPER CLIP, VINYL/PLASTIC COATED, 50MM	50		
40	pad	NOTE PAD, STICK-ON, 76MM X 76MM (3 X 3)	100		
41	piece	CUTTER, UTILITY KNIFE, GOOD QUALITY	50		
42	piece	SELF INKING STAMP, LASER STAMP	10		
43	BOTTLE	OIL BASE INK, FOR SELF INKING STAMP	20		
44	ream	CERTIFICATE PAPER, SIZE: SHORT, 85GSM, COLOR: CORNFIELD CREAM, 500PCS/PACK	15		
45	ream	CERTIFICATE PAPER, SIZE: LEGAL, 85GSM, COLOR: CORNFIELD CREAM, 500PCS/PACK	15		
46	piece	NOTEBOOK, INTERMEDIATE, 40/50 LEAVES	200		
47	pair	SCISSORS, BIG, 8", HEAVY DUTY	50		
48	BOTTLE	BROTHER INK, BLACK, BTD60BK	30		
49	BOTTLE	BROTHER INK, CYAN, BT5000C	15		
50	BOTTLE	BROTHER INK, MAGENTA, BT5000M	15		
51	BOTTLE	BROTHER INK, YELLOW, BT5000Y	15		
52	piece	FLASH DRIVE, 16GB, USB 3.1 GEN., FULL METAL CAST	20		
53	piece	FLASH DRIVE, 32GB, USB 3.1 GEN., FULL METAL CAST	20		
54	piece	FLASH DRIVE, 64GB, USB 3.1 GEN., FULL METAL CAST	20		
55	piece	FLASH DRIVE, 128GB, USB 3.1 GEN., FULL METAL CAST	40		
56	piece	UNINTERRUPTED POWER SUPPLY (UPS), 650VA	5		
57	set	KEYBOARD AND MOUSE COMBO, WIRELESS, LOGITECH	10		
58	piece	EXTERNAL HARD DRIVE, 1TB	20		
		(W/in 20 working days from the date of receipt of PO.)			
		*** Nothing Follows ***			
Total Amount of Quotation			Total:		
Approved Budget of the Contract			Total:		₱553,850.00

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

The Chairman

Bids and Awards
 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

For BAC Members Only:

Date & Time Opened: _____

Bidder is: LCRB not LCRB

Name of the LCRB: _____

BAC Members:

ZYHRINE P. MAYORMITA _____
WILSON H. INDING _____
GRACE T. DELA CRUZ _____
GIPAREL B. ELUMBA _____
CHERYL V. OCUPE _____



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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.



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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


JUNRIE MARK V. VILLARIN

Canvasser

APR 25 2024

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