



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 3RD QUARTER PPMP OF THE CURRENT FISCAL YEAR-OFFICE SUPPLIES(PR NO.2024-07-230)** 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 **Jul 23, 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 P. Mayormita*  
**ZYHRINE P. MAYORMITA**  
 BAC Chairperson - Goods & Services

JUL 16 2024

Stock No.	Unit	Item Description	Quantity	Unit Price	Total Price
1	piece	BALLPEN, BLACK, 0.7MM	720		
2	piece	BALLPEN, BLUE, 0.7MM	720		
3	pair	SCISSORS, BIG, 8", HEAVY DUTY	30		
4	piece	SIGN PEN, BLUE, 0.7	180		
5	piece	SIGN PEN, BLUE, V10 GRIP HI-TECHPOINT, 1.0MM	180		
6	piece	SIGN PEN, BLUE, 0.5	180		
7	piece	SIGN PEN, BLACK, 0.7	180		
8	piece	SIGN PEN, BLACK, 0.5	180		
9	piece	MARKER, PERMANENT, BLACK, FINE	120		
10	piece	MARKER, PERMANENT, BLUE, BROAD	120		
11	piece	MORROCO BOARD A4, BLUE	14		
12	piece	MORROCO BOARD LEGAL, BLUE	10		
13	piece	ACETATE BINDING COVER A4	15		
14	piece	ACETATE BINDING COVER LEGAL	10		
15	pack	SIGN HERE sticky notes	50		
16	piece	DATA FILE FOLDER, ARCH FILE, LEGAL, SIDE CLIP, ROYAL BLUE	50		
17	piece	DATA FILE FOLDER, LEDGER FILE, TOP CLIP, LEGAL, ROYAL BLUE	50		
18	ream	CERTIFICATE PAPER, SIZE: SHORT, 85GSM, COLOR: CORNFIELD CREAM, 500PCS/PACK	10		
19	ream	CERTIFICATE PAPER, SIZE: LEGAL, 85GSM, COLOR: CORNFIELD CREAM, 500PCS/PACK	20		
20	piece	EXPANDED ENVELOPE, LEGAL, KRAFT	1000		
21	piece	STAPLER, HD 50DF, 30 SHEETS STAPLING CAPACITY	45		
22	BOX	STAPLE WIRE, NO. 35, COPPER	30		
23	roll	MASKING TAPE, 1", 24MM	36		
24	roll	MASKING TAPE, 2", 48MM	36		
25	roll	TAPE, TRANSPARENT, 1"	36		
26	roll	TAPE, TRANSPARENT, 2"	36		
27	pack	PHOTO PAPER, A4 GLOSSY	10		
28	pack	STICKER PAPER, A4, GLOSSY	10		
29	piece	PENCIL WITH ERASER, NO. 2	120		



Address: Capitol Drive, Estaka, Dipolog City 7100  
 Email: zn.bac@deped.gov.ph  
 FB: DepEd Tayo-School Division of Zamboanga Del Norte

Tel. No.:(065)212 - 5843  
 Website: www.depedzn.net



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30	BOTTLE	OIL-BASED INK, FOR SELF-INKING STAMP	20		
31	piece	STAPLE REMOVER, PLIER-TYPE	36		
32	pack	WORX SPECIAL PAPER, 200GSM, A4, WHITE	40		
33	pack	AA BATTERY, 2 CELLS	50		
34	piece	AAA BATTERY, 2 CELLS	50		
35	BOTTLE	GLUE, ALL-PURPOSE, 130G	60		
36	piece	CORRECTION TAPE, HIGH QUALITY	200		
37	piece	FRUIT CRATES, BLUE, SIZE: JUMBO, HEAVY DUTY	20		
38	BOX	PAPER CLIP, VINYL/PLASTIC COATED, 33MM	15		
39	piece	ID PUNCHER, OBLONG, HEAVY DUTY	2		
40	set	KEYBOARD AND MOUSE COMBO, WIRELESS, LOGITECH	10		
41	piece	UNINTERRUPTED POWER SUPPLY (UPS), 650VA	5		
42	piece	EXTERNAL HARD DRIVE, 1TB	5		
		PLACE OF DELIVERY: SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE DELIVERY AT ONCE( W/in 15 working days from the date of receipt of PO.) *** Nothing Follows ***			
<b>Total Amount of Quotation</b>			<b>Total:</b>		
<b>Approved Budget of the Contract</b>			<b>Total:</b>		<b>₱366,830.00</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

Ma'am:

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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**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

**CHRISTIAN O. LETRAN**

Canvasser

07 - 17 - 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:

- The signatures affixed in the Invitation to Bid/Request for quotations as bidder is authentic as belonging to me or my authorized representatives;
- That all the data/information and quotations reflected therein are true and correct;
- 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



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