



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 Shopping with the title **Supplies for the conduct of Organizational and Professional Development for Non-Teaching Personnel (OPDNTN) COLLECTIVE ACTIVITY PROPOSAL FOR FY 2024 (PR NO.2024-09-337)** for FY 2024 in accordance with Section 52.1(b) 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 **Oct 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.

[Signature]
ZYHRINE P. MAYORMITA
BAC Chairperson - Goods & Services
SEP 26 2024

Stock No.	Unit	Item Description	Quantity	Unit Price	Total Price
1	pieces	Notebook, 60 Leaves (minimal cover design-single line)	110		
2	pieces	Ball Point Pen (Assorted Blue and Black), 0.5mm to 0.7mm Fine Point	110		
3	box	Writing Pencil #2, with Eraser (12pcs)	10		
4	pieces	Kraft Expandable/Expanding Envelop, Long Size, with Garter	110		
5	pieces	Permanent Markers Broad Blue	10		
6	pcs	Permanent Markers Broad Black	10		
7	pieces	Whiteboard Marker	10		
8	packs	Sticker paper (20 pcs) matte	5		
9	reams	Bond Paper (A4), 80gsm	30		
10	packs	Certificate Paper, A4 Size, 180-200gsm, Pale Cream Color, 10 sheets/pack	12		
11	pieces	Certificate Jacket/Holder, A4 Size, Black Color	120		
12	pieces	7MM hot melt glue stick 7x190mm	24		
13	pcs	Manila Paper	50		
14	pieces	Masking tape 1/2 inch min 22 meter	10		
15	reams	Metacards (Assorted Colored Sheets), A4 Size, 70-80gsm, 500 sheets	1		
16	pieces	1TB Portable SSD [NVMe SSD(PCIe 3.0 Gen3X4)]; Transmission Rate: 10Gbps; Output: USB 3.2 Gen2 Type-C	9		
17	packs	Specialty Paper A4, 200 GSM, 10 pcs/pack	10		
		Delivery: (W/in 3 working days from the date of receipt of PO.) *** Nothing Follows ***			
Total Amount of Quotation			Total:		
Approved Budget of the Contract			Total:		₱85,400.00

*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



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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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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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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


CHRISTIANO O. LETRAN
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
4. 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, Philippines.

(Name of the Owner/Authorized Representative)

(Signature)

(Date)