



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 4TH QUARTER PPMP OF CURRENT FISCAL YEAR-OFFICE SUPPLIES(PR NO.2024-10-375)** 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 **Oct 22, 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
 BAC Chairperson - Goods & Services
 OCT 14 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	piece	SIGN PEN, BLUE, 0.7	180		
4	piece	SIGN PEN, BLUE, V10 GRIP HI-TECHPOINT, 1.0MM	180		
5	piece	SIGN PEN, BLACK, 0.7	180		
6	piece	SIGN PEN, BLACK, 0.5	180		
7	piece	MARKER, PERMANENT, BLACK, FINE	180		
8	piece	MARKER, PERMANENT, BLUE, BROAD	180		
9	piece	PENCIL WITH ERASER, NO. 2	180		
10	ream	BOND PAPER, A4, 80GSM	300		
11	ream	BOND PAPER, LEGAL, 80GSM	150		
12	pack	MORROCO BOARD A4, BLUE, 100pcs/pack	10		
13	pack	MORROCO BOARD LEGAL, BLUE, 100pcs./pack	10		
14	pack	ACETATE BINDING COVER, A4, 100 sheets/pack	10		
15	pack	ACETATE BINDING COVER, LEGAL, 100 sheets/pack	10		
16	pack	SIGN HERE sticky notes	150		
17	pad	NOTEPAD, STICK-ON, 76MM X 76MM	48		
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	10		
20	piece	CERTIFICATE HOLDER, A4	50		
21	piece	CERTIFICATE HOLDER, LONG	50		
22	piece	EXPANDED ENVELOPE, LEGAL, KRAFT	1000		
23	piece	FINGERTIP WAX, 10G	10		
24	piece	FOLDER WHITE, LEGAL	100		
25	BOTTLE	GLUE, ALL-PURPOSE, 130G	24		
26	piece	DATA FILE FOLDER, ARCH FILE, LEGAL, SIDE CLIP, COLOR: ROYAL BLUE	50		
27	pack	PHOTO PAPER, A4 GLOSSY	20		
28	pack	STICKER PAPER, A4, GLOSSY	60		
29	BOX	PAPER CLIP, 33MM	25		
30	roll	TAPE, MASKING, 48MM	60		



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

31	roll	TAPE, TRANSPARENT, 1"	120		
32	roll	TAPE, TRANSPARENT, 2"	60		
33	BOX	STAPLE WIRE, NO. 35, COPPER	30		
34	piece	RING BINDER,COLOR: BLUE, 12MM: APPX 90 SHEET BINDING	200		
35	pack	SPECIAL PAPER, 200GSM, A4, WHITE	40		
36	BOTTLE	OIL-BASED INK, FOR SELF-INKING STAMP	20		
37	piece	STAMP PAD, FELT	10		
38	piece	FLASH DRIVE 16GB, METAL	20		
39	piece	FLASH DRIVE 32GB, METAL	20		
40	piece	FLASH DRIVE 128GB, METAL	40		
41	piece	WIRELESS MOUSE, LONGER BATTERY LIFE, GOOD QUALITY	10		
42	pack	AA BATTERY, 2 CELLS	80		
43	pack	AAA BATTERY, 2 CELLS	80		
44	piece	BALLPEN, RED, 0.7MM	120		
		DELIVERY AT ONCE PLACE OF DELIVERY: SCHOOLS DIVISION OFFICE (W/in 15 working days from the date of receipt of PO.) *** Nothing Follows ***			
Total Amount of Quotation			Total:		
Approved Budget of the Contract			Total:		₱439,720.00

*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 _____



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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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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


CHRISTIAN 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)