



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 with the title **1ST Quarterly Meeting Cum Kamustahan of Cluster MEP heads & Coordinators on May 17, 2023; AL-QALAM Publication Team Pre-Planning Activity on May 18-19, 2023; Validation Writeshop of IQRA Reading Assessment Tools on May 21-23, 2023; Pre-planning/orientation of MEP & ALS-ALIVE (AL-QALAM) Publication Team on July 6-7, 2023; Division MEP Festival of talents (MUSABAQA) 2023 on June 8-9, 2023; Upskilling & Retooling of MEP & ALS-ALIVE Cum AERCA for Administrators, Cluster Heads & Coordinators on July 19-21, 2023; 2nd Division Live-in Quarterly Meeting Cum KAMUSTAHAN of Cluster MEP Heads & Coordinators on July 17, 2023; Pre-planning Activity for Division Upskilling & Retooling of MEP & ALS-ALIVE Cum AERCA for Administrators, Cluster Heads & Coordinators on July 5, 2023; Division Upskilling & Retooling of MEP & ALS-ALIVE Cum AERCA for Administrators, Cluster Heads & Coordinators on July 19-21, 2023; AL-QALAM Publication Team Finalization Process on July 6-7, 2023 (PR No. 2023-05-0174)** for FY 2023 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 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 zn.bac@deped.gov.ph

A copy of your 2023 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. 0935-399-3224.

Judy Romaguera Ceso VI
JUDITH V. ROMAGUERA CESO VI
 Assistant Schools Division Superintendent
 BAC CHAIRPERSON *000 2 MAY 2023*

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PC	TROPHIES	27		
2	PC	NOTEBOOK	190		
3	PC	PRINTED MUG	20		
4	PC	GIFT BAG	20		
5	REAM	BOND PAPER A4	8		
6	REAM	BOND PAPER LONG	10		
7	PC	CERTIFICATE HOLDER SHORT	250		
8	PC	EXPANDED ENVELOPE	180		
9	BOX	BALLPEN	28		
10	PC	SCISSOR BIG	4		
11	BOX	PENCIL	13		
12	REAM	CANON CREAM PAPER	5		
13	METER	TRIBAL CLOTH	6		
14	METER	LACE	10		
15	PAD	PIN	15		
16	PC	WHITEBOARD MARKER	20		
17	BOTTLE	GLUE BIG	5		
18	BOX	PAPER FASTENER	5		
19	PC	SWIMMING GOOGLES	3		
20	PC	MEDALS	27		
21	PC	WHITEBOARD 12 x 18 WITH ERASER	20		
22	PC	EXTERNAL DEIVE 1TB	12		
23	BOTTLE	EPSON L3158 INK 4 COLORS (MAGENTA, BLACK, YELLOW & CYAN) x 2	26		
24	PC	USB 15GB	20		
		NOTHING FOLLOWS			
		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.

Judy Romaguera Ceso VI

Very truly yours,

 Name & Signature of Bidder/Offeror

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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

RADJIE G. ENERIO

Canvasser

12/15/02
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)