



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region IX, Zamboanga Peninsula
DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City

PURCHASE REQUEST

2023-08-0315

Department:		Department of Education [DepEd]	PR No:	August 7, 2023	
Section / Office:		OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
1	pc	CLERICAL/ OFFICE TABLE Specs: Dimension: L 140cm x D 60cm x H 76cm *3-drawers with safety lock *Elevated table top with grommet. *Keyboard tray Color: Gray/ Brown *Pls. see attached image	3	15,000.00	45,000.00
2	pc	FILING STEEL CABINET Dimension: Approx. W 90cm x D 40cm x H 185cm *Glass-Steel Doors Metal Cabinet with Lock. *Adjustable Shelves. *Rubber Shock pad - Eliminates noise and collision upon opening or closing of doors. Colors: Beige/ Off- White *Pls. see attached image	1	15,000.00	15,000.00
NINETY EIGHT THOUSAND NINE HUNDRED NINETY SIX PESOS ONLY					P 60,000.00

PURPOSE: For SDS Office Staff Use.

Signature:	Requested by:	Approved by:
	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name:	MARIFE A. DE LA CERNA	ROY C. TUBALLA EMD, JD, CESO VI
Designation:	ADAS III	Schools Division Superintendent
Date:		AMS-2002P-2023 GR. NOTE DO F-1 2023



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 **For SDS Office staff use (PR No. 2023-08-0315)** 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 AUG 21 2023 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. 0997-175-9453.

Judith Romaguera Ceso VI
JUDITH L. ROMAGUERA CESO VI
 Assistant Schools Division Superintendent
 BAC CHAIRPERSON *10 AUG 2023*

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PIECE	CLERICAL/OFFICE TABLE Specs: Dimension: L 140cm x D 60cm x H 76cm *3 drawers with safety lock *elevated table top with grommet *keyboard tray Color: Gray/Brown *please see attached image	3		
2	PIECE	FILING STEEL CABINET Dimension: Approx. W 90cm x D 40cm x H 185cm *Glass-steel doors metal cabinet with lock *adjustable shelves *rubber shock pad eliminates noise and collision upon opening or closing of doors Colors: beige/off-White *please see attached image ***NOTHING FOLLOWS***	1		
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.

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)