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

#### PURCHASE REQUEST

| Name of Section/Office: Stock No   Unit   How Description |                        |                                   | PR No:              | Date:                           |            |  |  |
|---|------------------------|-----------------------------------|---------------------|---------------------------------|------------|--|--|
|   |                        |                                   | SAT No:             |                                 |            |  |  |
| 1   |                        | Item Description                  | Quantity            | Est. Unit Cost                  | Total Cost |  |  |
|   | pt 1 TB SSB External F | lard Drive                        | 18                  | 3,500.00                        | 63,000.00  |  |  |
|   |                        |                                   |                     |                                 |            |  |  |
|   |                        |                                   |                     |                                 |            |  |  |
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|   |                        |                                   |                     |                                 |            |  |  |
| -   |                        |                                   |                     |                                 | 63,000.00  |  |  |
| PURPOSE:  | 3 ICTS UPDATES AND EST | ABLISHMENT OF UNIFIED REGIONAL AD | MINISTRATIVE SYSTEM | S AND PROCESSES                 | 33,000.00  |  |  |
|   |                        | 4                                 |                     |                                 |            |  |  |
| prepared by;  |                        | approved                          | by:                 |                                 |            |  |  |
| inted Name:   |                        | JULIUS O. BELAGANTOL ROY O        |                     | C. TUBALLA EMD, JD, CESO VI     |            |  |  |
| esignation:   |                        | IT Officer I                      |                     | Schools Division Superintendent |            |  |  |
|   |                        | 6                                 |                     | 080.9-22-4157 apr               |            |  |  |



### 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 <a href="HARD DRIVE FOR Q3 ICTS UPDATES AND ESTABLISHMENT OF UNIFIED REGIONAL ADMINISTRATIVE SYSTEMS AND PROCESSES (PR No. 2023-10-0382)">10-0382</a>) 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 QCT 2.5 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 V. ROMAGUERA CESO VI Assistant Schools Division Superintendent BAC CHAIRPERSON (1707)

| Item<br>No. | Unit | DESCRIPTION OF ARTICLES      | Quantity | Unit Price | Total |
|-------------|------|------------------------------|----------|------------|-------|
| 1           | PC   | 1 TB SS SEXTERNAL HARD DRIVE | 18       |            |       |
|             |      | 1 TB SS SEXTERNAL HARD DRIVE |          |            |       |
|             |      |                              |          |            |       |
|             |      |                              |          |            |       |
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<sup>\*</sup>The above quoted prices are inclusive of all costs and applicable taxes.

|                                     | The state of the control of the state of the |
|-------------------------------------|--|
| The Chairman                        |  |
| Bids and Awards Committee           |  |
| Division of Zamboanga del Norte     |  |
| Capitol Drive, Estaka, Dipolog City |  |
| Madame:                             |  |
|                                     | fitions of this bidding, I/We hereby submit my/our bid proposal with the prices opposite each item for<br>is herewith proposed/enclosed as guaranty for the faithful compliance of my/our obligations.   |
|                                     | Very truly yours,  |
|                                     | Name & Signature of Bidder/Offeror   |

#### 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.
- 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 complles with the minimum technical specifications and other terms and conditions stated herein.
- 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 lest the goods to confirm their conformity to the technical specifications.
- 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.

# 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

|            |                  |   |  | 1111  |                              |                |                 |
|------------|------------------|---|--|---|------------------------------|----------------|-----------------|
|            |                  |   |  |   |                              |                |                 |
|            |                  |   | Canva<br>9                                   | G. ENERIO  Seser  Of Canvass  | _                            |                |                 |
|            |                  |   | BIDDERS                                      | CERTIFICATE   |                              |                |                 |
| Department | of Education and | <ul> <li>Zamboand</li> <li>further certifies</li> </ul> | personally rece<br>ga del Norte<br>les that: | signed of<br>eived the Invita<br><u>Division</u> duly si<br>to Bid/Request<br>statives; | ation to Bid/<br>igned by th | e Principal of | the Entity on   |
| 2.         | That all the d   | ata/informatio  | n and quotation                              | s reflected there   | in are true an               | nd correct;    |                 |
| 3.         | original copy    |   | faithful reprodu                             | satisfaction of the<br>action of the orig   |                              | 0              |                 |
| Issu       | ued this         | day of  |  | , in the City of  | Dipolog, Pro                 | vince of Zambo | anga del Norte. |
|            |                  | (N  | lame of the Ow                               | ner/Authorized R  | epresentative                | <u>-</u> )     |                 |
|            |                  |   |  | (Signature)   |                              |                |                 |
|            |                  |   |  | (Date)  |                              |                |                 |