



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

PURCHASE REQUEST

2022-05-0117

Department:		Department of Education (DepEd)		PR No.		2022-05-0117
Section / Office:		PERSONNEL & PAYROLL SECTION- OSDS		Date:		April 19, 2022
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
1	Pieces	L-Type Office Table	1	15,000.00	15,000.00	
		SPECIFICATIONS:				
		Ergonomic CDL162W102 Wings MFC Shaped Office Desk Pedestal 180x140cm with Three Drawers				
6	Pieces	Office Table	6	7,650.00	45,900.00	
		SPECIFICATIONS:				
		-Central locking system and metal runner drawers				
		-1 center drawer, 6 side drawers (3 drawers each side)				
		Dimension:				
		Length: 1,400mm Width: 700mm Height: 760 mm				
		Nothing follows				
SIXTY THOUSAND NINE HUNDRED PESOS ONLY					P 60,900.00	

PURPOSE: For Personnel and Payroll office use.

Signature:	Requested by: <i>Marylynne B. Bayron</i>	Approved by: <i>Virgilio R. Batan, Jr.</i>
Printed Name:	MARYLYNNE B. BAYRON	VIRGILIO R. BATAN, JR., CESO VI
Designation:	Administrative Officer IV - OSDS	Schools Division Superintendent
Date:	April 19, 2022	

GR - MARYLYNNE B. BAYRON
APR 19 2022
 P.O. - PRO
 LPOXP -

SIGNATURE



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 **For Personnel and Payroll Office use. (PR No. 2022-05-0187)** for FY 2022 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 MAY 15 2022, 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 znbac@deped.gov.ph

A copy of your 2022 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SEC/CDA, Certificate of Registration and Omnibus Swam 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.

JUDITH L. ROMAGUERA, CESO VI
 Assistant Schools Division Superintendent
 BAC CHAIRPERSON
 MAY 06 2022

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PIECES	L-Type Office Table	1		
		Specifications: Ergo dynamic CDL160WNG Wenge MFC Shaped Office Desk Pedestal 160x140cm with Three Drawers			
2	PIECES	Office Table	6		
		Specifications: *Central locking system and metal runner drawers *1 Central drawer, 6 side drawers (3 drawers each side) *Dimension Length 1,400 Width 700mm Height 700mm			
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

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.