



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

PURCHASE REQUEST

Department:		Department of Education [DepEd]	PR No: 442-03-0358	AUGUST 2, 2022	
Section / Office:		SUPPLY OFFICE	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
1	PIECE	BALLPEN BLACK	1000	10.00	10,000.00
2	PIECE	BALLPEN BLUE	1000	10.00	10,000.00
3	PIECE	BALLPEN GREEN	50	10.00	500.00
5	BOX	BINDER CLIP 50MM, 2"	66	75.00	4,950.00
6	REAM	BINDER CLIP 25MM, 1"	80	45.00	3,600.00
7	REAM	BOND PAPER SHORT, SUBSTANCE 18	156	250.00	39,000.00
8	REAM	BONDPAPER A3, 70GSM	10	490.00	4,900.00
9	BOX	BINDER CLIP 25MM, 1"	60	30.00	1,800.00
10	PIECE	CALCULATOR	2	450.00	900.00
11	PACK	CARBON FILM CLUB, LONG, BLUE, 100PCS PER PACK	10	950.00	9,500.00
12	PIECE	CERTIFICATE HOLDER A4	188	70.00	13,160.00
13	PIECE	CERTIFICATE HOLDER SHORT	130	60.00	7,800.00
14	PIECE	CORRECTION TAPE	271	35.00	9,485.00
15	PIECE	CUTTER	15	40.00	600.00
16	PIECE	DATA FILE FOLDER, LEDGER FILE, A4, MAROON/RED, MADE OF CHIPBOARD	28	250.00	7,000.00
17	ROLL	DOUBLE SIDED TAPE 2"	35	80.00	2,800.00
18	BOTTLE	ALL PURPOSE GLUE, 240G	29	70.00	2,030.00
19	PIECE	ENVELOPE, DOCUMENTARY, LONG	1500	5.00	7,500.00
20	PIECE	ERASER, RUBBER	18	20.00	360.00
21	PIECE	EXPANDED ENVELOPE LONG	300	22.00	6,600.00
22	PIECE	FOLDER WHITE LONG	500	4.00	2,000.00
23	PIECE	MARKING PEN, PERMANENT, BLACK	43	40.00	1,720.00
24	PIECE	MARKING PEN, PERMANENT, BLUE	27	40.00	1,080.00
25	ROLL	MASKING TAPE 1"	23	60.00	1,380.00
26	ROLL	MASKING TAPE 2"	24	140.00	3,360.00
27	REAM	MORROCO BOARD, A4, BLUE	2	470.00	940.00
28	REAM	MORROCO BOARD, LONG, BLUE	3	480.00	1,440.00
29	PAD	NOTE PAD, STICK ON	86	50.00	4,300.00
30	PAD	STICKY NOTES, SIGN HERE	100	50.00	5,000.00
31	ROLL	PACKAGING TAPE 2"	25	85.00	2,125.00
32	BOX	PAPER CLIP, 33MM	50	45.00	2,250.00
33	BOX	PAPER CLIP, 50MM	50	70.00	3,500.00
34	PIECE	PENCIL WITH ERASER	91	10.00	910.00
PAGE 1 OF 2					
SUB-TOTAL				P	172,490.00

PURPOSE: PROCUREMENT OF ITEMS UNDER 3RD QUARTER PPMP OF CURRENT FISCAL YEAR

Requested by:		Approved by:	
Signature:	<i>[Signature]</i>	Signature:	<i>[Signature]</i>
Printed Name:	JUN LEONARD U. ROMARATE	Printed Name:	VIRGILIO P. BATAN JR., CESO VI
Designation:	Administrative Officer IV	Designation:	Schools Division Superintendent
Date:		Date:	

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PPMP
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REQUEST FOR QUOTATION

The Department of Education – Zamboanga Del Norte (DEPED) – Bids and Awards Committee (BAC) will undertake a Small Value Procurement For Procurement of Items under 3rd Quarter PPMP of Current Fiscal Year (PR No. 2022-07-0358) 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 **AUG 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 zn.bac@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 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.

JUDITH V. ROMAGUERA, CESO VI
Assistant Schools Division Superintendent
BAC CHAIRPERSON

AUG 08 2022

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PIECE	BALLPEN BLACK	1000		
2	PIECE	BALLPEN BLUE	1000		
3	PIECE	BALLPEN GREEN	50		
5	BOX	BINDER CLIP 50mm 2"	66		
6	REAM	BINDER CLIP 25mm 1"	80		
7	REAM	BOND PAPER SHORT, SUBSTANCE 18	156		
8	REAM	BOND PAPER A3, 70GSM	10		
9	BOX	BINDER CLIP 25mm 1"	60		
10	PIECE	CALCULATOR	2		
11	PACK	CARBON FILM CLUB, LONG, BLUE, 100 PCS PER PACK	10		
12	PIECE	CERTIFICATE HOLDER A4	188		
13	PIECE	CERTIFICATE HOLDER SHORT	130		
14	PIECE	CORRECTION TAPE	271		
15	PIECE	CUTTER	15		
16	PIECE	DATA FILE FOLDER, LEDGER FILE, A4, MAROON/RED, MADE OF CHIPBOARD	28		
17	ROLL	DOUBLE SIDED TAPE 2"	35		
18	BOTTLE	ALL PURPOSE GLUE, 240G	29		
19	PIECE	ENVELOPE, DOCUMENTARY LONG	1500		
20	PIECE	ERASER, RUBBER	18		
21	PIECE	EXPANDED ENVELOPE LONG	300		
22	PIECE	FOLDER WHITE LONG	500		
23	PIECE	MARKING PEN, PERMANENT BLACK	43		
24	PIECE	MARKING PEN, PERMANENT BLUE	27		
25	ROLL	MASKING TAPE 1"	23		
26	ROLL	MASKING TAPE 2"	24		
27	REAM	MORROCO BOARD A4, BLUE	2		
28	REAM	MORROCO BOARD, LONG BLUE	3		
29	PAD	NOTEPAD STICK ON	86		
30	PAD	STICKY NOTES, SIGN HERE	100		
31	ROLL	PACKAGING TAPE 2"	25		
32	BOX	PAPER CLIP, 33mm	50		
33	BOX	PAPER CLIP, 50mm	50		
34	PIECE	PENCIL WITH ERASER	91		
35	PACK	PHOTO PAPER A4	27		
36	PIECE	PLASTIC ENVELOPE PUSHLOCK, LONG	100		
37	PIECE	PUNCHER 2 HOLE, 70mm	7		
38	PIECE	RECORD BOOK 300 PAGES	34		
39	PIECE	RECORD BOOK 500 PAGES	33		
40	ROLL	SCOTCH TAPE 2"	25		
41	PIECE	SIGN PEN BLACK 0.7mm	446		
42	PIECE	SIGN PEN BLUE 0.7mm	450		
43	PIECE	SIGN PEN BLUE 1.0mm	50		
44	REAM	SPECIAL PAPER, SHORT, 500 SHEETS PER PACK, 85gsm, COLOR: CORNFIELD CREAM	16		
45	BOX	STAPLE WIRE #35	49		
46	PIECE	SELF-INKING STAMP (LASER STAMP)	12		
47	BOTTLE	OIL-BASED INK, FOR SELF-INKING STAMP (LASER STAMP)	20		
48	BOX	STAPLE WIRE 23/13	3		
49	PACK	STICKER PAPER SHORT, MATTE	48		
50	PACK	AAA BATTERY 2 CELLS	40		

51	PAIR	BOOK STAND	5		
52	REAM	ACETATE BINDING COVER A4	2		
53	REAM	ACETATE BINDING COVER LONG	3		
54	PACK	WORK SPECIAL PAPER 200GSM, PALE CREAM	10		
55	PIECE	NOTEBOOK, 40 LEAVES, GLOSSY, NON-SPIRAL, GOOD QUALITY	640		
56	PIECE	RING BINDER #1	50		
57	PIECE	RING BINDER #3/4	50		
		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.

Very truly yours,

Name & Signature of Bidder/Officer

(1) Accomplish
(2) Do not alter
(3) All technical
(4) Failure to

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.

The Department of Education -
DepEd Division Office - Marikina City
DepEd Marikina City School Division Office
2631 for FY 2022 in accordance with Section
Please quote your best offer for the
Quotation (RFQ). Submit your quotation
the BAC Office, School Division Office
email at marikina@deped.gov.ph



Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

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

RADIJE ENERIO

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 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)

