



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:	2022-07-0357	AUGUST 2, 2022												
Section / Office:		SUPPLY OFFICE		SAI No:														
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost													
1	PIECE	ROOM FRESHENER, GEL, NON-SPRAY, 180G, LAVENDER	102	250.00	25,500.00													
2	PIECE	BATHROOM DEODORIZER, LEMON	69	70.00	4,830.00													
3	GALLON	ALCOHOL	60	400.00	24,000.00													
4	BOTTLE	BATHROOM FRESHENER, KIT	20	200.00	4,000.00													
5	BOTTLE	MULTI-PURPOSE CLEANER, TOILET CLEANER, LEMON FRESH, 1 LITER, DOMEX	35	200.00	7,000.00													
6	BOTTLE	DISHWASHING LIQUID, 250ML	53	90.00	4,770.00													
7	PIECE	BROOM PLASTIC	11	180.00	1,980.00													
8	PIECE	FLOOR MOP, FLAT COTTON MOP SET, RECTANGLE MOP HEAD, SIZE: 60CM X 13CM	11	650.00	7,150.00													
9	BOTTLE	FURNITURE CLEANER, 400ML	3	190.00	570.00													
10	PACK	GARBAGE BAG, SIZE: XXXL, 10PCS/PACK	70	180.00	12,600.00													
11	BOTTLE	GLASS CLEANER, 1 LITER	41	200.00	8,200.00													
12	BOTTLE	HAND SOAP, LIQUID, 750ML	88	210.00	18,480.00													
13	PIECE	HAND TOWEL	42	60.00	2,520.00													
14	BOTTLE	MULTI-PURPOSE CLEANER, BATHROOM CLEANER, LAVENDER, 900ML, MR. MUSCLE	37	210.00	7,770.00													
15	ROLL	TISSUE JUMBO ROLL 2-PLY, 9" DIAMETER	106	180.00	19,080.00													
16	ROLL	TISSUE SMALL	100	18.00	1,800.00													
17	PACK	WET TISSUE, CLEANSING WIPES, 80 SHEETS	58	150.00	8,700.00													
18	BOTTLE	BLEACH, ZONROX, COLOR SAFE, 1LITER	20	350.00	7,000.00													
19	PIECE	SCOTCH BRITE, SPONGE	50	70.00	3,500.00													
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<b>ONE HUNDRED SIXTY NINE THOUSAND FOUR HUNDRED FIFTY PESOS</b>					<b>P</b>	<b>169,450.00</b>												
<b>PURPOSE: PROCUREMENT OF ITEMS UNDER 3RD QUARTER PPMP OF CURRENT FISCAL YEAR</b>																		
<table border="1"> <tr> <td>Signature:</td> <td>Requested by: <i>[Signature]</i></td> <td>Approved by:</td> </tr> <tr> <td>Printed Name:</td> <td>JUN LEONARD U. ROMARATE</td> <td>VIRGILIO P. BATAN JR., CESO VI</td> </tr> <tr> <td>Designation:</td> <td>Administrative Officer IV</td> <td>Schools Division Superintendent</td> </tr> <tr> <td>Date:</td> <td>VR 2/22</td> <td>6/15/2022</td> </tr> </table>							Signature:	Requested by: <i>[Signature]</i>	Approved by:	Printed Name:	JUN LEONARD U. ROMARATE	VIRGILIO P. BATAN JR., CESO VI	Designation:	Administrative Officer IV	Schools Division Superintendent	Date:	VR 2/22	6/15/2022
Signature:	Requested by: <i>[Signature]</i>	Approved by:																
Printed Name:	JUN LEONARD U. ROMARATE	VIRGILIO P. BATAN JR., CESO VI																
Designation:	Administrative Officer IV	Schools Division Superintendent																
Date:	VR 2/22	6/15/2022																

*ADS - LOSEP - ADL*



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 Procurement of Items under 3rd Quarter PPMP of Current Fiscal Year (PR No. 2022-07-0357) 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 15 AUG 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](mailto: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 Y. ROMAGUERA, CESO VI  
Assistant Schools Division Superintendent  
BAC CHAIRPERSON

AUG 08 2022

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PIECE	ROOM FRESHENER, GEL NON-SPRAY, 180G LAVENDER	102		
2	PIECE	BATHROOM DEODORIZER, LEMON	69		
3	GALLON	ALCOHOL	60		
4	BOTTLE	BATHROOM FRESHENER KIT	20		
5	BOTTLE	MULTI-PURPOSE CLEANER, TOILET CLEANER, LEMON FRESH, 1L DOMEX	35		
6	BOTTLE	DISHWASHING LIQUID, 250 ML	53		
7	PIECE	BROOM PLASTIC	11		
8	PIECE	FLOOR MOP, FLAT COTTON MOP SET, RECTANGLE MOP HEAD SIZE: 60CM x 13CM	11		
9	BOTTLE	FURNITURE CLEANER, 400ML	3		
10	PACK	GARBAGE BAG, SIZE: XXXL, 10 PCS/PACK	70		
11	BOTTLE	GLASS CLEANER, 1 LITER	41		
12	BOTTLE	HAND SOAP, LIQUID 750ML	88		
13	PIECE	HAND TOWEL	42		
14	BOTTLE	MULTI-PURPOSE CLEANER, BATHROOM CLEANER, LAVENDER, 900ML, MR.MUSCLE	37		
15	ROLL	TISSUE JUMBO ROLL 2-PLY, 9" DIAMETER	106		
16	ROLL	TISSUE SMALL	100		
17	PACK	WET TISSUE, CLEANSING WIPES, 80 SHEETS	58		
18	BOTTLE	BLEACH, ZONROX, COLOR SAFE, 1LITER	20		
19	PIECE	SCOTCH BRITE, SPONGE	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/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.

The Department of Education -  
DepEd Division Office - Marikina City  
Bldg. 1, Marikina City 1601  
02631 for FY 2022 in accordance with Section 49 of the  
Procurement Regulation (RFP). Submit your bid offer for the  
the BAC Office, Schools Division Office - Marikina City.  
email at [marikina@deped.gov.ph](mailto:marikina@deped.gov.ph)



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**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)

