



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]	Fiscal Year	2021 01 0000	Month & Year	March 2021
Section / Office		CID	Quantity	Est. Unit Cost	Total Cost	
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
1	pcs	FLASH DRIVE (32GB)	120	500.00	60,000.00	
2	pcs	NOTEBOOK (90 LEAVES)	120	25.00	3,000.00	
3	pcs	BALL PEN	120	10.00	1,200.00	
4	pcs	EXPANDED ENVELOPE	120	15.00	1,800.00	
5	pcs	SIGN PEN	3	50.00	150.00	
6	bottle	GLUE (small)	1	23.75	23.75	
					P 66,173.75	
PURPOSE: Pansangay na Gawain -Kapulungan ng mga Tagapag-ugnay at mga Mananaliksik sa Pag-aaral ng Ortograpiyang Pambansa, Korespondensiya Opiyal at mga Programa sa Pilipino on August 5-6, 2021 (proposed dates)						
Signature:	Requested by			Approved by		
Printed Name:	ANITA D. SUBEBE, EMD			MA. LIZA R. STABILON, CESO V		
Designation:	Education Program Supervisor			School Division Superintendent		
Date:						

[Handwritten signatures and notes]
 MDS - MDS
 WDP - WDP
 WDP - WDP

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 the Pansangay na Gawain -Kapulungan ng mga Tagapag-ugnay at mga Mananaliksik sa Pag-aaral ng Ortograpiyang Pambansa, Korrespondensiya Opisyal at mga Programa sa Pilipino on August 5-6, 2021 (PR 2020-03-0099) in accordance with (Title of the Project) 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 March 22, 2021, 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 znddivisionbacs@deped.gov.ph

A copy of your 2021 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. 0938-7375-625.

JUDITH V. ROMAGUERA, CESE
Assistant Schools Division Superintendent
BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	Pcs	FLASH DRIVE (32GB)	120		
2	Pcs	NOTEBOOK (90 LEAVES)	120		
3	Pcs	BALL PEN	120		
4	Pcs	EXPANDED ENVELOPE	120		
5	Pcs	SIGN PEN	3		
6	bottle	GLUE (small)	1		
TOTAL					

we quoted prices are inclusive of all costs and applicable taxes.

Chairman
Bid Awards Committee
Division Office
Capitol Drive, Estaka, Dipolog City

Pursuant to the terms and conditions of this bidding, I/We hereby submit my/our bid proposal with the prices opposite each item for bidder's bond of _____ is herewith proposed/enclosed as guaranty for the faithful compliance of my/our obligations.

Very truly yours,

Signature of Bidder/Officer

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 representatives.
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.

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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

MA. KRISTINE A. ZAMORAS
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)