

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

## **PURCHASE REQUEST**

e: (	Department of Education [DepEd] Chief Education Program Supervisor - SGOD	PR No:	2022-01-0019	January 12, 2022
Unit		SALNO		
	Item Description	SAI No:	Est. Unit Cost	Total Cost
Pieces (	Computer Table with Printer Space	9	7,650.00	68,850.0
V	N- 15 inches L- 47.5 inches H- 30.5 inches	1	7,050.00	00,000,00
		-		
Pieces F	Printer L3158	2	14.000.00	28,000.0
	Printer Specs:			
	Ink Type: Eco Tank			
-	PrinVCopy/Scan/Wi-Fi			
-	Print: Up to Legal size 8.5 x 14" inch			
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ada a	NINETY SIX THOUSAND EIGHT HUNDRED FIFTY PESOS ONLY		12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	96,850.00
or SGO	O office use.			§
	Daniel Laboration		1 Approved by	
	Recyasted by:	The state of the s		
	JOY E. LE TAN SINGSON	MA. LIZA P. TABILON, CESO V		
	Chief Education Program Supervisor - SGOD	Schools-Division Superintendent		
	January 12 2022	THE MARKE YOU CHATE		
	or SGOU	Printer Specs:  *Ink Type: Eco Tank  *PrintCopy/Scan/Wi-Fi  *Print: Up to Legal size 8.5 x 14* inch  *Copy & Scan: Up to A4 size 8.3 x 11.7  *Scan Up to: 1,200 DPI x 2,400 DPI  ***Nothing follows***  NINETY SIX THOUSAND EIGHT HUNDRED FIFTY PESOS ONLY  Tor SGOD office use.  Recugated by:  JOYE LE WAY-SINGSON  Chief Education Brognam Supervisor - SGOD  January 12, 2022	Printer Specs:  "Ink Type. Eco Tank  "Print/Copy/Scan/Wi-Fi  "Print: Up to Legal size 8.5 x 14" inch  "Copy & Scan: Up to: 1,200 DPI x 2,400 DPI  ""Nothing follows"  ""Nothing follows"  NINETY SIX THOUSAND EIGHT HUNDRED FIFTY PESOS ONLY  Tor SGOD office use.  Recyalited by:  JOYE LE ANSINGSON  Chief Educator Registed Supervisor - SGOD  School  School  Chief Educator Registed Supervisor - SGOD  School  School  Chief Educator Registed Supervisor - SGOD  School  S	Printer Space:  **Ink Type: Eco Tank  **Print**Up to Legal size 8.5 x 14* inch  **Copy & Scan. Up to A4 size 8.3 x 11.7  **Scan Up to: 1,200 DPI x 2,400 DPI  ***Nothing follows***  **Nothing follows***  NINETY SIX THOUSAND EIGHT HUNDRED FIFTY PESOS ONLY  **Recugited by:  **Approved by  **JOYELE A4 SINGSON  **Approved by  **Copy & Scan. Up to: 1,200 DPI x 2,400 DPI  **Approved by  **Approved by



# 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 the <u>SGOD Office Use (PR No. 2022-01-0019)</u> 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 FEBRUARY 1, 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 and/visionbacsecretariat@omaf.com.

at <u>zndivisionbacecretanat@gmail.com.</u>
A copy of your <u>2022</u> Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SEC/CDA, Certificate of Registration and Omnibus Swom 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 VAROMAGUERA, CESE
Assistant Schools Division Superintendent
BAC CHAIRPERSON

tem No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	unit	COMPUTER YABLE WITH PRINTER SPACE	9		
	440	W- 15 inches L- 47.5 inches H-30.5 inches	1		
2	unit	PRINTER	2		I I NO CONTROL
		Model: L3158			
	Section 2	*Ink Type: ECO Tank			
	17.8	*Print/ Copy/ Scan/ Wi-Fi			
		*Print: Up to Legal Size 8.5 x 14" inch			
		*Copy and Scan: Up to A4 Size 8.3 x 11.7			-
		*Copy and Scan: Up to A4 Size 8.3 x 11.7  *Scan Up to: 1,200 DPI x 2,400 DPI	Corners and I	NOTATE SA	
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			1		
		TOTAL			

The above quoted prices	re inclusive of all	costs and a	applicable taxes	L,
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The Chairman		
Bids and Awards Committee		
Division of Zamboanga del Norte		
Capitol Orive, Estaka, Dipolog City		
Madame:		
Pursuant to the terms and co which bidder's bond of	nditions of this bidding, I/We hereby submit my/our bid p is herew/b proposed/enclosed as guaranty for	proposal with the prices opposite each item for for the faithful compliance of my/our obligations.
		Very truly yours,
		Signature of Bidden/Offeror

# INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not after 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:

- 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.
- 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 complies 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.
- The item/s shall be delivered according to the requirements specified in the Technical Specifications.
- The DBM shall have the right to inspect and/or to test 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 l'hilippines DEPARTMENT OF EDUCATION Region IX, Zambuanga l'eninsula 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	SIGNATURE
CARLJO	SHUA V. LIMBARING	
	Date of Canvass	
BII	DOERS CERTIFICATE	
THIS IS TO CERTIFY that the		
Department of Education – Zamboanga del and further certifies the	halfy received the Invitation to Bid Norte Division duly signed by to at:	/Request for Quotations from he Principal of the Entity on
<ol> <li>The signatures affixed in the In belonging to me or my authorized</li> </ol>	vitation to Bid/Request for quotat representatives;	ions as bidder is authentic a
2. That all the data/information and	quotations reflected therein are tru	e and correct;
<ol> <li>That each of the documents sub- and original copy or a true and information provided therein are t</li> </ol>	faithful reproduction of the origin	ly requirements is an authenti al and that all statements an
Issued this day of rte.	in the City of Dipole	og, Province of Zamboanga d
(Name of	the Owner/Authorized Representat	me)
	(Signature)	
	(Date)	