



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:	2022-01-0095	January 28, 2022
Section / Office:		SUPPLY	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
1	BOTTLE	EPSON INK, T8641, BLACK	50	300.00	15,000.00
2	BOTTLE	EPSON INK, T8642, CYAN	20	300.00	6,000.00
3	BOTTLE	EPSON INK, T8643, MAGENTA	20	300.00	6,000.00
4	BOTTLE	EPSON INK, T8644, YELLOW	20	300.00	6,000.00
5	BOTTLE	EPSON INK 003, BLACK	20	300.00	6,000.00
6	BOTTLE	EPSON INK 003, CYAN	20	300.00	6,000.00
7	BOTTLE	EPSON INK 003, MAGENTA	20	300.00	6,000.00
8	BOTTLE	EPSON INK 003, YELLOW	20	300.00	6,000.00
9	PIECE	FLASH DRIVE, 32GB	10	500.00	5,000.00
10	PIECE	FLASH DRIVE, 16GB	6	300.00	1,800.00
11	PIECE	FLASH DRIVE, 64GB	50	1,150.00	57,500.00
12	PIECE	FLASH DRIVE, 128GB	31	1,600.00	49,600.00
13	PIECE	MEMORY CARD, 128GB	8	1,200.00	9,600.00
14	PIECE	MEMORY CARD, 64GB	1	800.00	800.00
15	PIECE	MONITOR, 22 INCHES	2	8,000.00	16,000.00
16	PIECE	WIRELESS KEYBOARD AND MOUSE COMBO	12	1,600.00	19,200.00
17	PIECE	COMPUTER RAM 8GB DDR4	10	3,500.00	35,000.00
18	PIECE	MOUSE, USB CONNECTION TYPE	11	400.00	4,400.00
19	PIECE	KEYBOARD, USB CONNECTION TYPE	11	500.00	5,500.00
20	BOX	UTP CABLE CAT6	3	7,000.00	21,000.00
21	PIECE	VGA CABLE, 10 METERS	3	1,500.00	4,500.00
22	PIECE	UNIVERSAL CHARGER (LAPTOP)	2	1,600.00	3,200.00
23	PIECE	EXTERNAL HARD DRIVE, 4 TB	1	8,500.00	8,500.00
24	PIECE	EXTERNAL HARD DRIVE, 1 TB	10	3,500.00	35,000.00
25	PIECE	SOLID STATE DRIVE 500GB EXTERNAL DRIVE (SSD)	3	4,000.00	12,000.00
26	PIECE	USB TO ETHERNET ADAPTER	4	670.00	2,680.00
27	PIECE	WIFI DONGLE	8	600.00	4,800.00
28	UNIT	PRINTER 3 IN 1 - MODEL L3158 SPECS: Ink Type: Eco Tank Print/Copy/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 Wi-Fi, Network & Direct Function	7	13,000.00	91,000.00
29	PIECE	HDMI CONNECTOR	6	1,400.00	8,400.00

PAGE 1 OF 2

SUB-TOTAL

P 453,080.00

PURPOSE: PPMP 1ST QUARTER 2022

Signature:	Requested by: <i>[Signature]</i>	Approved by: <i>[Signature]</i>
Printed Name:	JUN LEONARD U. ROMARATE	MA. LIZA R. TABILON, CESO V
Designation:	Administrative Officer IV	Schools Division Superintendent
Date:		GR. MATH DO BY 2022 PPMP

MDS / LORAP - 2022



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 **PPMP 1ST QUARTER 2022-IT SUPPLIES (PR No. 2022-02-0045)** 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 9, 2022, 10:00 A.M.** at the BAC Office, Schools Division of Zamboangadel Norte, Capitol Drive Estaka Dipolog City. Open submission may be submitted, manually or through email at procurement@deped.gov.ph

A copy of your 2022 Business/Mayor's Permit, PhilGEPS Registration Number, Tax Clearance, DTI/SECDA, 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	BOTTLE	EPSON INK, T6641, BLACK	50		
2	BOTTLE	EPSON INK, T6642, CYAN	20		
3	BOTTLE	EPSON INK, T6643, MAGENTA	20		
4	BOTTLE	EPSON INK, T6644, YELLOW	20		
5	BOTTLE	EPSON INK 003, BLACK	20		
6	BOTTLE	EPSON INK 003, CYAN	20		
7	BOTTLE	EPSON INK 003, MAGENTA	20		
8	BOTTLE	EPSON INK 003, YELLOW	20		
9	PIECE	FLASH DRIVE, 32GB	10		
10	PIECE	FLASH DRIVE, 16GB	6		
11	PIECE	FLASH DRIVE, 64GB	50		
12	PIECE	FLASH DRIVE, 128GB	31		
13	PIECE	MEMORY CARD, 128GB	8		
14	PIECE	MEMORY CARD, 64GB	1		
15	PIECE	MONITOR, 22 INCHES	2		
16	PIECE	WIRELESS KEYBOARD AND MOUSE COMBO	12		
17	PIECE	COMPUTER RAM 8GB DDR4	10		
18	PIECE	MOUSE, USB CONNECTION TYPE	11		
19	PIECE	KEYBOARD, USB CONNECTION TYPE	11		
20	BOX	UTP CABLE CAT6	3		
21	PIECE	VGA CABLE, 10 METERS	3		
22	PIECE	UNIVERSAL CHARGER (LAPTOP)	2		
23	PIECE	EXTERNAL HARD DRIVE, 4 TB	1		
24	PIECE	EXTERNAL HARD DRIVE, 1 TB	10		
25	PIECE	SOLID STATE DRIVE 500GB EXTERNAL DRIVE (SSD)	3		
26	PIECE	USB TO ETHERNET ADAPTER	4		
27	PIECE	WIFI DONGLE	9		
28	UNIT	PRINTER 3 IN 1 - MODEL L3158 SPECS: Ink Type: Eco Tank Print/Copy/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 Wi-Fi, Network & Direct Function	7		
29	PIECE	HDMI CONNECTOR	6		
30	PIECE	MOUSE PAD	15		
31	CART.	BROTHER INK LC3619XLBK BLACK	15		
32	CART.	BROTHER INK LC3619XLBK CYAN	15		
33	CART.	BROTHER INK LC3619XLBK MAGENTA	15		
34	CART.	BROTHER INK LC3619XLBK YELLOW	15		
35	PIECE	CPU SPECS: CORE I3, RAM 8GB DDR4, HDD 1TB	2		
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

Matamne:

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,

Signature of Bidder/Officer

INSTRUCTIONS:

- (1) Accomplish this RFO 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 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.

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
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


CARL JOSHUA V. LIMBARING

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)