



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:	2022-01-0096	JANUARY 26, 2022
Section / Office:		SUPPLY OFFICE	SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost
1	PACK	TRANSPARENT, BINDING COVER, A4	1	500.00	500.00
2	REAM	BOND PAPER SHORT, 80GSM	50	200.00	10,000.00
3	PIECE	CALCULATOR, 12 DIGITS DISPLAY	15	400.00	6,000.00
4	PACK	CARBON FILM, BLUE, CLUB, LONG 100SHEETS	1	900.00	900.00
5	PIECE	CERTIFICATE HOLDER, A4	388	55.00	21,340.00
6	PIECE	CERTIFICATE HOLDER, LONG	203	60.00	12,180.00
7	PIECE	CERTIFICATE HOLDER, SHORT	350	50.00	17,500.00
8	REAM	COLORED PAPER NEON, LONG	1	200.00	200.00
9	REAM	COLORED PAPER NEON, SHORT	19	195.00	3,705.00
10	PIECE	CORRECTION TAPE	25	30.00	750.00
11	PIECE	CUTTER	29	40.00	1,160.00
12	PIECE	DATA FILE FOLDER, LEDGER FILE	74	175.00	12,950.00
13	PIECE	SELF-INKING STAMP (LASER STAMP)	12	550.00	6,600.00
14	PIECE	DOCUMENT ORGANIZER 2 DIVISION	4	290.00	1,160.00
15	PIECE	DOCUMENT ORGANIZER 3 DIVISION	10	310.00	3,100.00
16	PIECE	DOCUMENT ORGANIZER SINGLE	79	140.00	11,060.00
17	ROLL	DOUBLE SIDED TAPE 2"	62	65.00	4,030.00
18	BOTTLE	GLUE, ALL PURPOSE, 240G	36	65.00	2,340.00
19	PIECE	ERASER, RUBBER, STAEDLER	36	50.00	1,800.00
20	PIECE	EXPANDED ENVELOPE, LONG, KRAFT	102	15.00	1,530.00
21	PIECE	EXPANDED ENVELOPE, SHORT, KRAFT	65	15.00	975.00
22	PIECE	GLUE GUN	16	150.00	2,400.00
23	PIECE	GLUE STICK	98	20.00	1,960.00
24	PIECE	MARKING PEN, PERMANENT, BLACK	106	65.00	6,890.00
25	PIECE	MARKING PEN, PERMANENT, BLUE	65	65.00	4,225.00
26	PIECE	MARKING PEN, WHITEBOARD, BLACK (15), BLUE (15), RED(10)	40	65.00	2,600.00
27	ROLL	MASKING TAPE, 2 INCH	45	35.00	1,575.00
28	REAM	MORROCO BOARD, A4	4	400.00	1,600.00
29	PIECE	STICKY NOTES, SIGN HERE	150	35.00	5,250.00
30	PIECE	NOTE PAD, 3X3	124	35.00	4,340.00
31	ROLL	PACKAGING TAPE, 2"	33	45.00	1,485.00
32	BOX	PAPER CLIP, 33MM	25	20.00	500.00
33	BOX	PAPER CLIP, 50MM	19	50.00	950.00
34	BOX	PAPER FASTENER, PLASTIC	37	40.00	1,480.00
PAGE 1 OF 2					
SUB-TOTAL					₱ 155,035.00

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:		GRP MATR DO F/2022 PPMP

MSD - LPORT - 19




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-OFFICE SUPPLIES (PR No. 2022-02-0046)** 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 Zamboanga del 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/SECIDA, 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	PACK	TRANSPARENT, BINDING COVER, A4	1		
2	REAM	BOND PAPER SHORT, 80GSM	50		
3	PIECE	CALCULATOR, 12 DIGITS DISPLAY	15		
4	PACK	CARBON FILM, BLUE, CLUB, LONG 100SHEETS	1		
5	PIECE	CERTIFICATE HOLDER, A4	388		
6	PIECE	CERTIFICATE HOLDER, LONG	203		
7	PIECE	CERTIFICATE HOLDER, SHORT	350		
8	REAM	COLOR PAPER NEON, LONG	1		
9	REAM	COLOR PAPER NEON, SHORT	19		
10	PIECE	CORRECTION TAPE	25		
11	PIECE	CUTTER	29		
12	PIECE	DATA FILE FOLDER, LEDGER FILE	74		
13	PIECE	SELF-INKING STAMP (LASER STAMP)	12		
14	PIECE	DOCUMENT ORGANIZER 2 DIVISION	4		
15	PIECE	DOCUMENT ORGANIZER 3 DIVISION	10		
16	PIECE	DOCUMENT ORGANIZER SINGLE	79		
17	ROLL	DOUBLE SIDED TAPE 2"	62		
18	BOTTLE	GLUE, ALL PURPOSE, 240G	36		
19	PIECE	ERASER, RUBBER, STAEDLER	36		
20	PIECE	EXPANDED ENVELOPE, LONG, KRAFT	102		
21	PIECE	EXPANDED ENVELOPE, SHORT, KRAFT	65		
22	PIECE	GLUE GUN	16		
23	PIECE	GLUE STICK	98		
24	PIECE	MARKING PEN, PERMANENT, BLACK	106		
25	PIECE	MARKING PEN, PERMANENT, BLUE	65		
26	PIECE	MARKING PEN, WHITEBOARD, BLACK (15), BLUE (15), RED(10)	40		
27	ROLL	MASKING TAPE, 2 INCH	45		
28	REAM	MORROCO BOARD, A4	4		
29	PIECE	STICKY NOTES, SIGN HERE	150		
30	PIECE	NOTE PAD, 3X3	124		
31	ROLL	PACKAGING TAPE, 2"	33		
32	BOX	PAPER CLIP, 33MM	25		
33	BOX	PAPER CLIP, 50MM	19		
34	BOX	PAPER FASTENER, PLASTIC	37		
35	PIECE	PENCIL SHARPENER, MANUAL, DESKTOP	15		
36	PIECE	PENCIL WITH ERASER, No. 2	211		
37	PACK	PHOTO PAPER, GLOSSY, A4	128		
38	PIECE	PLASTIC ENVELOPE, PUSHLOCK, EXPANDING, COLORED, LONG	103		
39	PIECE	PUNCHER, 2 HOLE, 70MM	28		
40	PIECE	RULER, 12 INCH	27		
41	ROLL	SCOTCH TAPE, 2"	43		
42	PIECE	SIGN PEN, BLACK, 0.7MM	300		
43	REAM	SPECIAL PAPER, LAID CANNON SHORT, 85GSM, 500s, IVORY	35		
44	PIECE	STAMP PAD	25		
45	BOTTLE	STAMP PAD INK, PURPLE	24		

46	PIECE	STAPLE REMO		
47	BOX	STAPLE WIRE # 35	70	
48	BOX	STAPLE WIRE 23/13	7	
49	PIECE	STATIONARY HOLDER	1	
50	PACK	STICKER PAPER, SHORT	54	
51	PACK	WORX SPECIAL PAPER, 200GSM, A4	11	
52	BOOK	RECORD BOOK, 150 PAGES	22	
53	PACK	AA BATTERY, 2 CELLS	52	
54	PACK	AAA BATTERY, 4 CELLS	49	
55	PAIR	BOOK END STAND HOLDER, 7 INCHES	6	
56	PIECE	FINGERTIP WAX	8	
57	BOTTLE	OIL BASED INK, FOR SELF-INKING STAMP (LASER STAMP)	20	
58	PIECE	WALL CLOCK	2	
59	PIECE	PAD LOCK	5	
60	PIECE	BALL PEN, BLUE	300	
61	PIECE	CLEAR FOLDER, LONG	112	
62	PIECE	TRIANGLE, RULER, 30X60 - 22CM X 37CM (4PCS), 45X45 - 25CM X 25CM(3PCS)	7	
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,

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 representatives.
7. The items 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


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)