



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

REQUEST FOR QUOTATION

Date: January 11, 2021
RFQ No.: 2020-12-214

Name of Company: _____
Address: _____
Name of Store/Shop: _____
Address: _____
TIN: _____
PhilGEPS Registration Number (*required*): _____

The **Department of Education - Regional Office IX**, through its Bids and Awards Committee (BAC), intends to procure **Supplies and materials for the conduct of Reskilling and Upskilling of the Communication Skills of DepEd RO-IX Personnel Through Toastmasters Club** in Accordance with **Section 53.9 (Small Value Procurement)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184:

Please quote your **best offer** for the item/s described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative **not later than January 18, 2021, 2:00 PM**. Along with your quotation/proposal, **kindly submit a copy of your PhilGEPS PLATINUM Certificate OR (for PhilGEPS Red Members) Mayor's/Business Permit & Income/Business Tax Return**.

A **notarized Omnibus Sworn Statement (GPPB-prescribed form)** will also be required to be submitted prior to award.

Open quotations may be submitted, manually or through facsimile or email at the address indicated below.

For any clarification, you may email us at bacregion9@gmail.com

SHEILA ROSE B. APIAG
BAC Chair



ORD-BAC-RFQ-2019-002



Regional Government Center
Balintawak, Pagadian City



bacregion9@gmail.com



(062) 215-3751
or 991-5875



(062) 991-1906-07
or 991-3115



SCP000499Q

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, unless stated otherwise. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation(s) for the item(s) as follows:

PROCUREMENT PROJECT	APPROVED BUDGET FOR THE CONTRACT		
Supplies and materials for Reskilling and Upskilling of the Communication Skills of DepEd RO-IX	52,700.00		
TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	YES	NO	REMARKS
Bondpaper A4			
Bondpaper Long			
Arcfiel Long Red			
Epson 664 Ink Bottle (Black)			
Epson 003 Ink Bottle 70ml (Black)			
Magazine File Box (Red)			
Folder Long (100pcs/ream)			
Correction Tape			
Paper Clips (Big-50mm)			
Paper Clips (Small-33mm)			
Rubber Band (Big #18, 350 gms)			
Expanded Envelop			
Photocopier Toner Black			
Certificate Holder			
Certificate Paper			

*** nothing follows ***

Terms of Payment:

Payment shall be made through LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the product. Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

YOUR QUOTATION:

Summary of Approved Budget				Offered Quotation			
Item	Qty.	Unit	Unit Price	Item	Qty.	Unit Price	Offered Quotation
Bondpaper A4	10	reams	220.00	Bondpaper A4	10		
Bondpaper Long	10	reams	230.00	Bondpaper Long	10		
Arcfiel Long Red	20	pcs	150.00	Arcfiel Long Red	20		
Epson 664 Ink Bottle (Black)	10	bottles	300.00	Epson 664 Ink Bottle (Black)	10		
Epson 003 Ink Bottle 70ml (Black)	10	bottles	300.00	Epson 003 Ink Bottle 70ml (Black)	10		
Magazine File Box (Red)	20	pcs	400.00	Magazine File Box (Red)	20		
Folder Long (100pcs/ream)	5	reams	600.00	Folder Long (100pcs/ream)	5		
Correction Tape	10	pcs	30.00	Correction Tape	10		
Paper Clips (Big-50mm)	10	boxes	30.00	Paper Clips (Big-50mm)	10		
Paper Clips (Small-33mm)	15	boxes	20.00	Paper Clips (Small-33mm)	15		
Rubber Band (Big #18, 350 gms)	5	boxes	220.00	Rubber Band (Big #18, 350 gms)	5		
Expanded Envelop	100	pcs	12.00	Expanded Envelop	100		
Photocopier Toner Black	5	tubes	4,000.00	Photocopier Toner Black	5		
Certificate Holder	85	pcs	50.00	Certificate Holder	85		
Certificate Paper	1	reams	750.00	Certificate Paper	1		
						Total:	

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 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 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 Technical Working Group (TWG) shall have the right to inspect and/or test the item(s)/goods to confirm their conformity to the technical specifications.
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the BAC 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 made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty four (24) hours, but not later than forty-eight (48) hours, upon receipt of our advice. 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 BAC 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 course of action and remedies open to it.

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address(es)



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

CANVASS FORM

This is to certify that I have received from the canvasser of the DepEd RO-IX, Regional Government Center, Balintawak, Pagadian City, a copy of **RFQ No. 2020-12-214** dated **January 11, 2021** as indicated by my signature hereunder.

Bidder/Supplier/Dealer	Name	Signature	Date

I HEREBY CERTIFY THAT I HAVE DELIVERED A COPY OF **RFQ No. 2020-12-214** dated **January 11, 2021** to be opened on **January 18, 2021** to the above bidders/suppliers/dealers.

Canvasser



ORD-BAC-CAN-2019-002



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