



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

## REQUEST FOR QUOTATION

Date: January 26, 2021  
RFQ No.: 2021-01-025

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 One-Day Limited Face to Face Title Defense of RO9 Researchers for CY 2021 at Pagadian City** 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 February 1, 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](mailto:bacregion9@gmail.com)

**SHEILA ROSE B. APIAG**  
BAC Chair



ORD-BAC-RFQ-2019-002



Regional Government Center  
Balintawak, Pagadian City



[bacregion9@gmail.com](mailto: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		
<b>Supplies and materials for the conduct of One-Day Limited Face to Face Title Defense of RO9 Researchers for CY 2021</b>	<b>110,860.00</b>		
TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	YES	NO	REMARKS
Bond Paper A4			
Bond Paper long			
Ink - Black HP Deskjet GT5810-Black			
Ink - HP Deskjet GT5810 (set 4 colors)			
Ink - Black Brother J200			
Ink - Black Brother J200 (set 4 colors)			
Ink - Epson 003 black			
Ink - Epson 003 (set of 4 colors)			
Globe at home Full admin wifi modem and antenna			
USB Flash Drive 32gb			
Specialty Paper GSM 90 (10 pcs pre pack)			
Certificate holder			
Sign pen blue 0.5 (12 pcs per box)			
Sign pen black 0.5 (12 pcs per box)			
Sign pen green 0.5 (12 pcs per box)			
Sign pen black 0.3 (12 pcs per box)			
Sign pen blue 0.3 (12 pcs per box)			
Archive Folder			
Box Filer			
wifi dongle			
Long folder (50pcs per pack)			

\*\*\* 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
Bond Paper A4	30	ream	225.00	Bond Paper A4	30		
Bond Paper long	20	pcs	238.00	Bond Paper long	20		
Ink - Black HP Deskjet GT5810-Black	10	pcs	460.00	Ink - Black HP Deskjet GT5810-Black	10		
Ink - HP Deskjet GT5810 (set 4 colors)	6	set	1,840.00	Ink - HP Deskjet GT5810 (set 4 colors)	6		
Ink - Black Brother J200	9	pcs	450.00	Ink - Black Brother J200	9		
Ink - Black Brother J200 (set 4 colors)	6	set	1,800.00	Ink - Black Brother J200 (set 4 colors)	6		
Ink - Epson 003 black	10	pcs	430.00	Ink - Epson 003 black	10		
Ink - Epson 003 (set of 4 colors)	6	set	1,720.00	Ink - Epson 003 (set of 4 colors)	6		
Globe at home Full admin wifi modem and antenna	1	pc	1,950.00	Globe at home Full admin wifi modem and antenna	1		
USB Flash Drive 32gb	50	pcs	320.00	USB Flash Drive 32gb	50		
Specialty Paper GSM 90 (10 pcs pre pack)	75	ream	23.20	Specialty Paper GSM 90 (10 pcs pre pack)	75		
Certificate holder	61	pcs	50.00	Certificate holder	61		
Sign pen blue 0.5 (12 pcs per box)	4	box	520.00	Sign pen blue 0.5 (12 pcs per box)	4		
Sign pen black 0.5 (12 pcs per box)	4	box	520.00	Sign pen black 0.5 (12 pcs per box)	4		
Sign pen green 0.5 (12 pcs per box)	4	box	520.00	Sign pen green 0.5 (12 pcs per box)	4		
Sign pen black 0.3 (12 pcs per box)	4	box	520.00	Sign pen black 0.3 (12 pcs per box)	4		
Sign pen blue 0.3 (12 pcs per box)	4	box	520.00	Sign pen blue 0.3 (12 pcs per box)	4		
Archive Folder	50	pcs	150.00	Archive Folder	50		
Box Filer	35	pcs	170.00	Box Filer	35		
wifi dongle	7	box	750.00	wifi dongle	7		
Long folder (50pcs per pack)	8	pack	300.00	Long folder (50pcs per pack)	8		
				<b>Total:</b>			

**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.

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Signature over Printed Name

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Position/Designation

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Office Telephone No.

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Fax/Mobile No.

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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. 2021-01-025** dated **January 26, 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. 2021-01-025** dated **January 26, 2021** to be opened on **February 1, 2021** to the above bidders/suppliers/dealers.

\_\_\_\_\_  
Canvasser



ORD-BAC-CAN-2019-002



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Balintawak, Pagadian City



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