



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

REQUEST FOR QUOTATION

Date: December 2, 2021
RFQ No.: 2021-08-180

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 Procurement of Supplies and Materials for the use of Regional Office cleaning and maintenance. in accordance with Section 53.9 NEGOTIATED PROCUREMENT – SMALL VALUE 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 **2:00 PM , December 7, 2021** . Along with the quotation/proposal, kindly submit a copy of your **PhilGEPS Certificate** or (for PhilGEPS Red Members) Mayor's/Business Permit & 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.

PEDRO MELCHOR M. NATIVIDAD, PhD, CSEE
BAC Chairman



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016
Website: www.depdro9.net; www.ro9-deped.com
Email: region9@depd.gov.ph



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CERTIFICATE NO.
CP000499Q

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
Procurement of Supplies and Materials for the use of Regional Office cleaning and maintenance.	107,005.00

TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	YES	NO	REMARKS
70% ethyl alcohol (Gallon)			
Disinfectant Spray 500 grms			
Hand Liquid Soap (Gallon)			
Spin Mop with Bucket			
Foot Rag (Rubber)			
Tissue paper			
Disinfectant (Colored) Gallon			
Bathroom Deodorizer			
Insecticide Spray 500ml			
Wet Wipes 80 sheet			
Antibac All Purpose Cleaner			
Glass Cleaner			
Air Freshener			
Broom Tambo			
Broom Stick			
Dishwashing Liquid (Gallon)			
Bar soap			
Bath soap (sachet)			
Paste Wax (Natural) Gallon			
Rag (Basahan) Round			

*** 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	Total
70% ethyl alcohol (Gallon)	15	gal	300.00	70% ethyl alcohol (Gallon)	15		
Disinfectant Spray 500 grms	40	bot	580.00	Disinfectant Spray 500 grms	40		
Hand Liquid Soap (Gallon)	15	gal	300.00	Hand Liquid Soap (Gallon)	15		
Spin Mop with Bucket	2	pc	1,500.00	Spin Mop with Bucket	2		
Foot Rag (Rubber)	40	pcs	349.00	Foot Rag (Rubber)	40		
Tissue paper	120	roll	11.00	Tissue paper	120		

Disinfectant (Colored) Gallon	15	gal	225.00	Disinfectant (Colored) Gallon	15		
Bathroom Deodorizer	40	pcs	55.00	Bathroom Deodorizer	40		
Insecticide Spray 500ml	8	pcs	600.00	Insecticide Spray 500ml	8		
Wet Wipes 80 sheet	80	pcs	120.00	Wet Wipes 80 sheet	80		
Antibac All Purpose Cleaner	40	pcs	250.00	Antibac All Purpose Cleaner	40		
Glass Cleaner	40	bot	150.00	Glass Cleaner	40		
Air Freshener	40	pcs	150.00	Air Freshener	40		
Broom Tambo	12	pcs	150.00	Broom Tambo	12		
Broom Stick	10	pcs	45.00	Broom Stick	10		
Dishwashing Liquid (Gallon)	20	gal	350.00	Dishwashing Liquid (Gallon)	20		
Bar soap	40	pcs	35.00	Bar soap	40		
Bath soap (sachet)	40	pcs	30.00	Bath soap (sachet)	40		
Paste Wax (Natural) Gallon	6	gal	350.00	Paste Wax (Natural) Gallon	6		
Rag (Basahan) Round	60	pcs	10.00	Rag (Basahan) Round	60		
						Total:	

*** nothing follows ***

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)

PEDRO MELCHOR M. NATIVIDAD, PhD, CSEE



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. 2021-08-180** dated **December 2, 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. 2021-08-180**
dated **December 2, 2021** to be opened on **December 7, 2021** to the above
bidders/suppliers/dealers.

IAN PATRICK M. SALOMON
Canvasser



Address: President Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City 7016
Website: www.depedro9.net; www.ro9-deped.com
Email: region9@deped.gov.ph



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