



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

REQUEST FOR QUOTATION

Date: November 18, 2021

RFQ No.: 2021-10-215

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 Office Supplies/Materials to be used for Policy, Planning and Research Division (PPRD) for the 3rd & 4th Quarter of 2021 in accordance with Section 52.1.bSHOPPING 52.1.B of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 10184.

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 , November 23, 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.

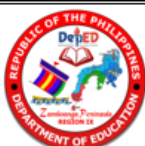
A notarized Omnibus Sworn Statement (GPPB-prescribed form) will also be required to be submitted prior to award.

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.depedro9.net; www.ro9-deped.com

Email: region9@deped.gov.ph



CERTIFICATE NO.
CP000499Q

1 | Page

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 Office Supplies/Materials to be used for Policy, Planning and Research Division (PPRD) for the 3rd & 4th Quarter of 2021	139,999.00

TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	YES	NO	REMARKS
Ink - Epson 003 (set of 4 colors-Black,Cyan,Magenta,Yellow)			
Ink - Epson 003 black			
HDMI 2.1 cable (1 meter)			
HDMI 2.1 cable (3 meters)			
USB HUB Multiple USB Splitter 4 Ports, USB 3.0 OTG Printer for Laptop PC			
Universal Tower Extension Cord 12 gang with switch. 1.8-2 meters or more			
CPS Wireless Bluetooth Rechargeable Stylish Ultra-thin Mute Office Wireless Keyboard and Mouse Set			
Photo Paper A4 Glossy, 250GSM (50 sheets per pack)			
AAA Energizer Max Battery (pack of 4)			
AA Energizer Max Battery (pack of 4)			
Branded - Webcam HD 1080P Usb Camera Webcamera 2MP livestream Web Cam for Desktop Laptops PC with Microphone			
Silicone Keyboard Cover laptop Protector Skin For Acer Nitro5 AN515-42 AN515-42 51, 15.6 - White.			
Branded Portable Power Bank - at least 26000mAh, 220V, PD45W, Quick Charging, USB, Type C, AC output, Power Station			
AntiBacterial Premium Screen Cleaner Kit Computer Cleaning Set 3 in 1 Set			
Steel Filing Cabinet 2 doors, 5 layers with lock			
Vertical Steel Cabinet 4 drawers with lock			
Branded 600mbps (800.11ac) wireless USB wifi receiver adapter 2.4-5Ghz for desktop			
face mask - KF94, 4D (10pcs per pack)			
sticky notes 100 sheets stationary stickers 75*75mm			
Sticker Paper A4 Glossy 90gsm (100 sheets per pack)			
Clear packaging tape 2 inches, 200 meters			
Clear packaging tape 1 inch, 100 meters			
paper masking tape, 2 inches, 25 meters			
paper masking tape, 1 inch, 25 meters			
Highlighter stabilo boss assorted color			
ruler 12 inches, branded - transparent			
Professional wireless microphone(set of 4 pcs), 4 Channel UHF Wireless Microphone System, Carrier freq. range: UHF			
Trolley Speaker-Branded, 15 inches with USB/SD/TF/FM/Bluetooth Free Wired MIC Remote Charger Cable			

*** 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
Ink - Epson 003 (set of 4 colors- Black,Cyan,Magenta,Yellow)	5	set	1,640.00	Ink - Epson 003 (set of 4 colors- Black,Cyan,Magenta, Yellow)	5		
Ink - Epson 003 black	4	pcs	410.00	Ink - Epson 003 black	4		
HDMI 2.1 cable (1 meter)	3	pcs	350.00	HDMI 2.1 cable (1 meter)	3		
HDMI 2.1 cable (3 meters)	1	pcs	550.00	HDMI 2.1 cable (3 meters)	1		
USB HUB Multiple USB Splitter 4 Ports, USB 3.0 OTG Printer for Laptop PC	4	pcs	450.00	USB HUB Multiple USB Splitter 4 Ports, USB 3.0 OTG Printer for Laptop PC	4		
Universal Tower Extension Cord 12 gang with switch. 1.8-2 meters or more	1	pc	1,150.00	Universal Tower Extension Cord 12 gang with switch. 1.8-2 meters or more	1		
CPS Wireless Bluetooth Rechargeable Stylish Ultra-thin Mute Office Wireless Keyboard and Mouse Set	6	pcs	1,125.00	CPS Wireless Bluetooth Rechargeable Stylish Ultra-thin Mute Office Wireless Keyboard and Mouse Set	6		
Photo Paper A4 Glossy, 250GSM (50 sheets per pack)	5	pack	250.00	Photo Paper A4 Glossy, 250GSM (50 sheets per pack)	5		
AAA Energizer Max Battery (pack of 4)	5	pack	130.00	AAA Energizer Max Battery (pack of 4)	5		
AA Energizer Max Battery (pack of 4)	4	pack	180.00	AA Energizer Max Battery (pack of 4)	4		
Branded - Webcam HD 1080P Usb Camera Webcamera 2MP livestream Web Cam for Desktop Laptops PC with Microphone	2	pcs	650.00	Branded - Webcam HD 1080P Usb Camera Webcamera 2MP livestream Web Cam for Desktop Laptops PC with Microphone	2		
Silicone Keyboard Cover laptop Protector Skin For Acer Nitro5 AN515-42 AN515-42 51, 15.6 - White.	3	pcs	295.00	Silicone Keyboard Cover laptop Protector Skin For Acer Nitro5 AN515-42 AN515-42 51, 15.6 - White.	3		
Branded Portable Power Bank - at least 26000mAh, 220V, PD45W, Quick Charging, USB, Type C, AC output, Power Station with LED Light (laptop powerbank)	6	pcs	4,650.00	Branded Portable Power Bank - at least 26000mAh, 220V, PD45W, Quick Charging, USB, Type C, AC output, Power Station with LED Light (laptop powerbank)	6		
AntiBacterial Premium Screen Cleaner Kit Computer Cleaning Set 3 in 1 Set	3	pcs	295.00	AntiBacterial Premium Screen Cleaner Kit Computer Cleaning Set 3 in 1 Set	3		
Steel Filling Cabinet 2 doors, 5 layers with lock	2	pcs	11,500.00	Steel Filling Cabinet 2 doors, 5 layers with lock	2		
Vertical Steel Cabinet 4 drawers with lock	4	pcs	10,800.00	Vertical Steel Cabinet 4 drawers with lock	4		

Branded 600mbps (800.11ac) wireless USB wifi receiver adapter 2.4-5Ghz for desktop	4	pcs	550.00	Branded 600mbps (800.11ac) wireless USB wifi receiver adapter 2.4-5Ghz for desktop	4		
face mask - KF94, 4D (10pcs per pack)	90	pack	32.00	face mask - KF94, 4D (10pcs per pack)	90		
sticky notes 100 sheets stationary stickers 75*75mm	20	pad	32.00	sticky notes 100 sheets stationary stickers 75*75mm	20		
Sticker Paper A4 Glossy 90gsm (100 sheets per pack)	6	pack	220.00	Sticker Paper A4 Glossy 90gsm (100 sheets per pack)	6		
Clear packaging tape 2 inches, 200 meters	6	roll	74.00	Clear packaging tape 2 inches, 200 meters	6		
Clear packaging tape 1 inch, 100 meters	5	roll	33.00	Clear packaging tape 1 inch, 100 meters	5		
paper masking tape, 2 inches, 25 meters	5	roll	48.00	paper masking tape, 2 inches, 25 meters	5		
paper masking tape, 1 inch, 25 meters	5	roll	72.00	paper masking tape, 1 inch, 25 meters	5		
Highlighter stabilo boss assorted color	14	pcs	40.00	Highlighter stabilo boss assorted color	14		
ruler 12 inches, branded - transparent	6	pcs	55.00	ruler 12 inches, branded - transparent	6		
Professional wireless microphone(set of 4 pcs), 4 Channel UHF Wireless Microphone System, Carrier freq. range: UHF 610~865MHz, Volume A B C D	1	pcs	6,480.00	Professional wireless microphone(set of 4 pcs), 4 Channel UHF Wireless Microphone System, Carrier freq. range: UHF 610~865MHz, Volume A B C D	1		
Trolley Speaker-Branded, 15 inches with USB/SD/TF/FM/ Bluetooth Free Wired MIC Remote Charger Cable	1	pcs	3,450.00	Trolley Speaker-Branded, 15 inches with USB/SD/TF/FM/ Bluetooth Free Wired MIC Remote Charger Cable	1		
						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. 2021-10-215** dated **November 18, 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. 2021-10-215** dated **November 18, 2021** to be opened on **November 23, 2021** to the above bidders/suppliers/dealers.

