



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

REQUEST FOR QUOTATION

Date: November 11, 2021

RFQ No.: 2021-11-233

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 for Second Sem 2021 (PAU, ICTU, Legal, RD's Office)** in the accordance with Section 52.1b SHOPPING 52.1b 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 , 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.

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



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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 | | |
|--|----------------------------------|----|---------|
| Office Supplies and Materials for ORD (RD's Office, Legal, Pau, ICTU) - 2nd sem 2021 | 61,850.00 | | |
| TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications) | YES | NO | REMARKS |
| 2sets Electric Water dispenser - hot, cold, stand, 30.5x30.5x87.6cm (ICTU and Legal) | | | |
| 2packs Long mailing envelope, white, 100/pack (for Legal Unit) | | | |
| 2boxes Pilot hi-techpoint sign pen .7mm, high quality: 12pcs per box (blue) (All Units, RD) | | | |
| 6bottles Lysol disinfectant spray (170 grams) | | | |
| 6doz Tissue (paper towel, white, 3-ply, 260pulls) | | | |
| 5box Paper clamps / metal binder clip (51mm) | | | |
| 5box Paper clamps / metal binder clip (41mm) | | | |
| 5box Paper clamps / metal binder clip (21mm) | | | |
| 100pcs Brown folder (long) | | | |
| 4sets UPS 3000va high quality (ICTU and PAU) | | | |
| 2sets Bluetooth wireless computer speakers (branded) (PAU) | | | |
| 10rms Long bondpaper (Legal Unit) | | | |
| 1set Branded Automatic Paper shredder machine (Legal Unit) | | | |
| 2pcs Digital Wall Clock (14 inch, LED with calendar, date, week, temp) (PAU and RD's) | | | |
| 1set Printer L3110 (Branded) (ICTU) | | | |

*** 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 |
| Electric Water dispenser - hot, cold, stand, 30.5x30.5x87.6cm (ICTU and Legal) | 2 | 6,500.00 | 13,000.00 | Electric Water dispenser - hot, cold, stand, 30.5x30.5x87.6cm (ICTU and Legal) | 2 | | |
| Long mailing envelope, white, 100/pack (for Legal Unit) | 2 | 140.00 | 280.00 | Long mailing envelope, white, 100/pack (for Legal Unit) | 2 | | |
| Pilot hi-techpoint sign pen .7mm, high quality: 12pcs per box (blue) (All Units, RD) | 2 | 624.00 | 1,248.00 | Pilot hi-techpoint sign pen .7mm, high quality: 12pcs per box (blue) (All Units, RD) | 2 | | |
| Lysol disinfectant spray (170 grams) | 6 | 240.00 | 1,440.00 | Lysol disinfectant spray (170 grams) | 6 | | |
| Tissue (paper towel, white, 3-ply, 260pulls) | 6 | 312.00 | 1,872.00 | Tissue (paper towel, white, 3-ply, 260pulls) | 6 | | |
| Paper clamps / metal binder clip (51mm) | 5 | 125.00 | 625.00 | Paper clamps / metal binder clip (51mm) | 5 | | |
| Paper clamps / metal binder clip (41mm) | 5 | 59.00 | 295.00 | Paper clamps / metal binder clip (41mm) | 5 | | |
| Paper clamps / metal binder clip (21mm) | 5 | 34.00 | 170.00 | Paper clamps / metal binder clip (21mm) | 5 | | |
| Brown folder (long) | 100 | 8.50 | 850.00 | Brown folder (long) | 100 | | |
| UPS 3000va high quality (ICTU and PAU) | 4 | 5,750.00 | 23,000.00 | UPS 3000va high quality (ICTU and PAU) | 4 | | |
| Bluetooth wireless computer speakers (branded) (PAU) | 2 | 780.00 | 1,560.00 | Bluetooth wireless computer speakers (branded) (PAU) | 2 | | |
| Long bondpaper (Legal Unit) | 10 | 240.00 | 2,400.00 | Long bondpaper (Legal Unit) | 10 | | |
| Branded Automatic Paper shredder machine (Legal Unit) | 1 | 3,800.00 | 3,800.00 | Branded Automatic Paper shredder machine (Legal Unit) | 1 | | |

| | | | | | | | |
|--|---|----------|----------|--|---|---------------|--|
| Digital Wall Clock (14 inch, LED with calendar, date, week, temp) (PAU and RD's) | 2 | 680.00 | 1,360.00 | Digital Wall Clock (14 inch, LED with calendar, date, week, temp) (PAU and RD's) | 2 | | |
| Printer L3110 (Branded) (ICTU) | 1 | 9,950.00 | 9,950.00 | Printer L3110 (Branded) (ICTU) | 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. 2021-11-226** dated **November 16, 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. 2021-11-226** dated **November 16, 2021** to be opened on **November 23, 2021** to the above bidders/suppliers/dealers.

Canvasser



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



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