



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

REQUEST FOR QUOTATION

Date: May 2, 2022

RFQ No.: 2022 04 075

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 for the use of Human Resource Development Division (HRDD) office for 1st & 2nd Quarter of Calendar Year 2022" in accordance with Section 52.1.b SHOPPING 52.1.B 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**, **May 10, 2022**. Along with the quotation/proposal, kindly submit a copy of your **PhilGEPS Registration Number and Mayor's/Business Permit**.

The **Omnibus Sworn Statement (GPPB-prescribed forms), Income/Business Tax Return (for ABC above Php 500k)** 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 region9.bac@deped.gov.ph

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



1 | Page
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 for the use of Human Resource Development Division (HRDD) office for 1st & 2nd Quarter of Calendar Year 2022"	73,980.00		
TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	YES	NO	REMARKS
Acetate			
Bond paper A4			
Folder (long) white			
Paper Fastener, plastic, 50/box			
Staple Wire, No. 35			
Laid paper, short			
Battery, dry cell, AA, 2 pcs per blister pack			
Battery, dry cell, AAA, 2 pcs per blister pack			
Battery, dry cell, 9v, 2 pcs per blister pack			
Broom, soft (tambo)			
Cutter knife			
Dust pan, non-rigid plastic			
Record Book, 500 pages, size 214mm X 276mm minimum			
Sign pen, (Black - 20, Blue - 20), Liquid/gel ink, 0.5mm needle tip			
Air Freshener, aerosol, 280ml/150g			
Alcohol, Ethyl, 68-70% scented 500ml			
Disinfectant Spray, aerosol type, 400-500g			
External Solid State Drive SSD, USB 3.0 1TB, 1 unit in individual box			
Flash Drive, USB 3.0 Type C and Type A, 32 GB capacity, 1 piece in individual blister pack			
Big Spin mop & Spin Dry Bucket Set (Brown) with microfibre Mop head			
Canon GI-790 Ink bottle Refill (B/M/Y/C)			
Epson Ink 003 (B/M/Y/C)			

*** 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
Acetate	2	roll	800.00	Acetate	2		
Bond paper A4	25	ream	220.00	Bond paper A4	25		
Folder (long) white	1	ream	1,000.00	Folder (long) white	1		
Paper Fastener, plastic, 50/box	15	boxes	50.00	Paper Fastener, plastic, 50/box	15		
Staple Wire, No. 35	14	boxes	40.00	Staple Wire, No. 35	14		
Laid paper, short	2	ream	800.00	Laid paper, short	2		
Battery, dry cell, AA, 2 pcs per blister pack	20	pack	100.00	Battery, dry cell, AA, 2 pcs per blister pack	20		
Battery, dry cell, AAA, 2 pcs per blister pack	15	pack	90.00	Battery, dry cell, AAA, 2 pcs per blister pack	15		

Battery, dry cell, 9v, 2 pcs per blister pack	5	pack	500.00	Battery, dry cell, 9v, 2 pcs per blister pack	5		
Broom, soft (tambo)	6	pcs	80.00	Broom, soft (tambo)	6		
Cutter knife	5	pcs	40.00	Cutter knife	5		
Dust pan, non-rigid plastic	2	pcs	70.00	Dust pan, non-rigid plastic	2		
Record Book, 500 pages, size 214mm X 276mm minimum	10	pcs	110.00	Record Book, 500 pages, size 214mm X 276mm minimum	10		
Sign pen, (Black - 20, Blue - 20), Liquid/gel ink, 0.5mm needle tip	40	pcs	40.00	Sign pen, (Black - 20, Blue - 20), Liquid/gel ink, 0.5mm needle tip	40		
Air Freshener, aerosol, 280ml/150g	5	btl/can	100.00	Air Freshener, aerosol, 280ml/150g	5		
Alcohol, Ethyl, 68-70% scented 500ml	5	btl	100.00	Alcohol, Ethyl, 68-70% scented 500ml	5		
Disinfectant Spray, aerosol type, 400-500g	5	btl	150.00	Disinfectant Spray, aerosol type, 400-500g	5		
External Solid State Drive SST, USB 3.0 1TB, 1 unit in individual box	2	pcs	6,000.00	External Solid State Drive SST, USB 3.0 1TB, 1 unit in individual box	2		
Flash Drive, USB 3.0 Type C and Type A, 32 GB capacity, 1 piece in individual blister pack	5	pcs	170.00	Flash Drive, USB 3.0 Type C and Type A, 32 GB capacity, 1 piece in individual blister pack	5		
Big Spin mop & Spin Dry-Bucket Set (Brown) with 1 microfiber Mop head	6	pcs	1,500.00	Big Spin mop & Spin Dry-Bucket Set (Brown) with 1 microfiber Mop head	6		
Canon GI-790 Ink bottle Refill (B/M/Y/C)	10	set	1,500.00	Canon GI-790 Ink bottle Refill (B/M/Y/C)	10		
Epson Ink 003 (B/M/Y/C)	10	set	1,500.00	Epson Ink 003 (B/M/Y/C)	10		
						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. 2022 04 075** dated **May 2, 2022** as indicated by my signature hereunder.

Bidder/Supplier/Dealer	Name	Signature	Date

I HEREBY CERTIFY THAT I HAVE DELIVERED A COPY OF **RFQ No. 2022 04 075**
dated **May 2, 2022** to be opened on **May 10, 2022** to the above
bidders/suppliers/dealers.



