



Republic of the Philippines  
**Department of Education**

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

**REQUEST FOR QUOTATION**

Date: March 1, 2024  
RFQ No.: 2024-02-042

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 for Procurement of Training Supplies and Materials for the conduct of Regional Training of Division Trainers and School Leaders on the MATATG Curriculum on March 21-26, 2024 at Zamboanga del Norte 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, March 6, 2024**. Along with the quotation/proposal, kindly submit a copy of your PhilGEPS Registration Number and Mayor's/Business Permit.

A valid **Certificate of PhilGEPS Registration** (Platinum Membership) may be submitted in lieu of the Mayor's/Business Permit.

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 [region9.bac@deped.gov.ph](mailto:region9.bac@deped.gov.ph)

**DR. GREGORIO CYRUS R. ELEJORDE, CESO V**  
BAC Chairman

RO-ASD-F051



[region9@deped.gov.ph](mailto:region9@deped.gov.ph)  
945-3329 | 09472096474 | 09164336191  
[www.depedro9.info](http://www.depedro9.info) | [www.ro9-deped.com](http://www.ro9-deped.com)  
[www.facebook.com/DEPEDREGION9](https://www.facebook.com/DEPEDREGION9)  
Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

<b>Procurement of Training Supplies and Materials for the conduct of Regional Training of Division Trainers and School Leaders on the MATATG Curriculum on March 21-26, 2024 at Zamboanga del Norte</b>	<b>ABC</b>	<b>₱92,271.86</b>
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<b>BIDDER'S STATEMENT OF COMPLIANCE</b>	Please fill up with either: "Comply" or "Not Comply"
Delivery Period: Within 10 Calendar Days upon receipt of Purchase Order	

**TECHNICAL SPECIFICATIONS**

(Please check the box for the availability of the specifications)

<b>TECHNICAL SPECIFICATIONS:</b> (Please check the box for the availability of the specifications)	YES	NO	BRAND NAME / REMARKS
Manila Paper			
Masking Tape 1 inch			
Ballpen black			
Steno Notebook - 60 leaves			
Specialty Paper White 8½ x 11(10pcs/pack)			
Bond Paper sub 20 80 gsm A4 size			
Tarpaulin 2m x 4m			
BT 5000 M			
BT 5000 C			
BT 5000 Y			
BT D60BK			
Heavy Duty Power Point Presenter			
Construction Paper - Assorted Color			
Scissors (heavy duty)			

\*\*\* 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
Manila Paper	235	pcs	8.00	Manila Paper	235		
Masking Tape 1 inch	8	doz	460.00	Masking Tape 1 inch	8		
Ballpen black	422	pcs	8.33	Ballpen black	422		
Steno Notebook - 60 leaves	420	pcs	46.00	Steno Notebook - 60 leaves	420		
Specialty Paper White 8½ x 11(10pcs/pack)	2	rms	913.33	Specialty Paper White 8½ x 11(10pcs/pack)	2		
Bond Paper sub 20 80 gsm A4 size	5	boxes	1,200.00	Bond Paper sub 20 80 gsm A4 size	5		
Tarpaulin 2m x 4m	19	pcs	266.67	Tarpaulin 2m x 4m	19		
BT 5000 M	4	bot	576.67	BT 5000 M	4		
BT 5000 C	4	bot	590.00	BT 5000 C	4		
BT 5000 Y	4	bot	590.00	BT 5000 Y	4		

BT D60BK	8	bot	590.00	BT D60BK	8		
Heavy Duty Power Point Presenter	19	Pcs.	1,883.33	Heavy Duty Power Point Presenter	19		
Construction Paper - Assorted Color	2	rms	293.33	Construction Paper - Assorted Color	2		
Scissors (heavy duty)	20	pcs.	143.33	Scissors (heavy duty)	20		
						<b>Total:</b>	
<b>*** nothing follows ***</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

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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. 2024-02-042 dated March 1, 2024 as indicated by my signature hereunder.

Bidder/Supplier/Dealer	Name	Signature	Date

I HEREBY CERTIFY THAT I HAVE DELIVERED A COPY OF RFQ No. 2024-02-042 dated March 1, 2024 to be opened on March 6, 2024 to the above bidders/suppliers/dealers.

**ARSENIA S. SAGARAY**

Canvasser

RO-ASD-F043



region9@deped.gov.ph  
945-3329 | 09472096474 | 09164336191  
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