



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

REQUEST FOR QUOTATION

Date: May 23, 2024
 RFQ No.: 2024-05-095

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 Office supplies and other materials for the COA's Office CY 2024 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, May 28, 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

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

RO-ASD-F051



region9@deped.gov.ph
 (062) 945-3329 | 09482076710 | 09152475207
www.depedro9.info | www.ro9-deped.com
www.facebook.com/DEPEDREGION9
 Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

Office supplies and other materials for the COA's Office CY 2024	ABC	₱67,770.53
BIDDER'S STATEMENT OF COMPLIANCE		Please fill up with either: "Comply" or "Not Comply"
Delivery Period: 15 CD upon receipt of this PO		

TECHNICAL SPECIFICATIONS

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

TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	YES	NO	BRAND NAME / REMARKS	
Morocco Board Paper A4, 230gsm, (Blue) 100pcs /pack				
Morocco Folder A4 (Blue)				
Sign Pen (Blue) 0.5 (12pcs/box)				
Sign Pen (Red) 0.5 (12pcs/box)				
Sign Pen (Black) 0.5 (12pcs/box)				
Ballpen (Black) 0.5 (12pcs/box)				
Ballpen (Red) 0.5 (12pcs/box)				
Data File Box Size: 15.5" X 9.5" X 4.5"				
Sticky Index Tab (14 x 5cm)				
Glue (250 gram)				
Stamp Pad (Blue)				
Stamp Pad (Red)				
Stamp Pad Refill Ink 30ml (Blue)				
Stamp Pad Refill Ink 30ml (Red)				
Staple Wire (no. 35)				
Fastener Long, Plastic (50 sets per box)				
Office Rubber Band (no. 18), 350g				
Trash Bag, XL (10pcs/roll)				
Trash Bin with Pedal Capacity: 15 Liters				
Packaging Tape (48 mm x 50 meters)				
PRINTER with document feed scanner * Print, Scan, Copy, Fax with ADF * Compact integrated tank design * High yield ink bottles * Spill-free, error-free refilling * Wi-Fi, Wi-Fi Direct * Seamless setup via Epson Smart Panel * Borderless printing up to 4R				

LAPTOP * Processor: Core i5 10th Gen. * Memory: 8GB DDR4 * Hard Drive: 512GB SSD * Graphics Card: Iris Xe Graphics * Display: 15.6" FHD IPS * LED Backlit * Built-in Camera * Built-in stereo speaker * Multi-touch or touch pad with 2 buttons * OS: Windows 11 * WLAN Intel Wireless Wi-Fi 6E AX211 + Bluetooth 5.1 with charger and bag			
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*** 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
Morocco Board Paper A4, 230gsm, (Blue) 100pcs /pack	1	pack	929.00	Morocco Board Paper A4, 230gsm, (Blue) 100pcs /pack	1		
Morocco Folder A4 (Blue)	25	pcs	34.25	Morocco Folder A4 (Blue)	25		
Sign Pen (Blue) 0.5 (12pcs/box)	1	box	332.00	Sign Pen (Blue) 0.5 (12pcs/box)	1		
Sign Pen (Red) 0.5 (12pcs/box)	2	box	332.00	Sign Pen (Red) 0.5 (12pcs/box)	2		
Sign Pen (Black) 0.5 (12pcs/box)	2	box	332.00	Sign Pen (Black) 0.5 (12pcs/box)	2		
Ballpen (Black) 0.5 (12pcs/box)	1	box	94.00	Ballpen (Black) 0.5 (12pcs/box)	1		
Ballpen (Red) 0.5 (12pcs/box)	1	box	94.00	Ballpen (Red) 0.5 (12pcs/box)	1		
Data File Box Size: 15.5" X 9.5" X 4.5"	4	pc	202.18	Data File Box Size: 15.5" X 9.5" X 4.5"	4		
Sticky Index Tab (14 x 5cm)	10	pad	75.31	Sticky Index Tab (14 x 5cm)	10		
Glue (250 gram)	1	bot.	105.43	Glue (250 gram)	1		
Stamp Pad (Blue)	1	pcs	53.38	Stamp Pad (Blue)	1		
Stamp Pad (Red)	1	pcs	53.38	Stamp Pad (Red)	1		
Stamp Pad Refill Ink 30ml (Blue)	2	bot.	37.56	Stamp Pad Refill Ink 30ml (Blue)	2		
Stamp Pad Refill Ink 30ml (Red)	2	bot.	37.56	Stamp Pad Refill Ink 30ml (Red)	2		

Staple Wire (no. 35)	3	box	48.08	Staple Wire (no. 35)	3		
Fastener Long, Plastic (50 sets per box)	2	box	140.73	Fastener Long, Plastic (50 sets per box)	2		
Office Rubber Band (no. 18), 350g	1	box	175.64	Office Rubber Band (no. 18), 350g	1		
Trash Bag, XL (10pcs/roll)	3	roll	162.60	Trash Bag, XL (10pcs/roll)	3		
Trash Bin with Pedal Capacity: 15 Liters	3	unit	837.25	Trash Bin with Pedal Capacity: 15 Liters	3		
Packaging Tape (48 mm x 50 meters)	2	roll	59.07	Packaging Tape (48 mm x 50 meters)	2		
PRINTER with document feed scanner * Print, Scan, Copy, Fax with ADF * Compact integrated tank design * High yield ink bottles * Spill-free, error-free refilling * Wi-Fi, Wi-Fi Direct * Seamless setup via Epson Smart Panel * Borderless printing up to 4R	1	Pcs	14,495.00	PRINTER with document feed scanner * Print, Scan, Copy, Fax with ADF * Compact integrated tank design * High yield ink bottles * Spill-free, error-free refilling * Wi-Fi, Wi-Fi Direct * Seamless setup via Epson Smart Panel * Borderless printing up to 4R	1		
LAPTOP * Processor: Core i5 10th Gen. * Memory: 8GB DDR4 * Hard Drive: 512GB SSD * Graphics Card: Iris Xe Graphics * Display: 15.6" FHD IPS * LED Backlit * Built-in Camera * Built-in stereo speaker * Multi-touch or touch pad with 2 buttons * OS: Windows 11 * WLAN Intel Wireless Wi-Fi 6E AX211 + Bluetooth 5.1 with charger and bag	1	Pcs	43,999.00	LAPTOP * Processor: Core i5 10th Gen. * Memory: 8GB DDR4 * Hard Drive: 512GB SSD * Graphics Card: Iris Xe Graphics * Display: 15.6" FHD IPS * LED Backlit * Built-in Camera * Built-in stereo speaker * Multi-touch or touch pad with 2 buttons * OS: Windows 11 * WLAN Intel Wireless Wi-Fi 6E AX211 + Bluetooth 5.1 with charger and bag	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



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. 2024-05-095 dated May 23, 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. 2024-05-095 dated May 23, 2024 to be opened on May 28, 2024 to the above bidders/suppliers/dealers.

ARSENIA S. SAGARAY
 Canvasser

RO-ASD-F043



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 www.facebook.com/DEPEDREGION9
 Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016