



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

**REQUEST FOR QUOTATION**

Date: May 28, 2024  
 RFQ No.: 2024-05-098

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 Printing of the 2024 Quarterly Newsletter Publication of the Regional Office 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, June 4, 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)  
 (062) 945-3329 | 09482076710 | 09152475207  
[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

|  |     |  |
|--|-----|--|
| Printing of the 2024 Quarterly Newsletter Publication of the Regional Office | ABC | ₱88,000.00   |
| <b>BIDDER'S STATEMENT OF COMPLIANCE</b>                                      |     | Please fill up with either: "Comply" or "Not Comply" |
| Delivery Period: 30 CD upon receipt of Soft Copy of the Newsletter           |     |  |

**TECHNICAL SPECIFICATIONS**  
(Please check the box for the availability of the specifications)

| <b>TECHNICAL SPECIFICATIONS:</b><br>(Please check the box for the availability of the specifications)                         | YES | NO | BRAND NAME / REMARKS |
|---|-----|----|----------------------|
| Printing of the 2024 Quarterly Newsletter Publication of the Regional Office  |     |    |                      |
| Note:   |     |    |                      |
| Printing shall be done 4 times a year/ every quarter; includes labor; paper is colored, glossy, and 8-pages (sample attached) |     |    |                      |
|   |     |    |                      |
|   |     |    |                      |
|   |     |    |                      |

\*\*\* 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 |
| Printing of the 2024 Quarterly Newsletter Publication of the Regional Office  | 4000 | pcs  | 22.00      | Printing of the 2024 Quarterly Newsletter Publication of the Regional Office  | 4000 |               |       |
| Note:   |      |      |            | Note:   |      |               |       |
| Printing shall be done 4 times a year/ every quarter; includes labor; paper is colored, glossy, and 8-pages (sample attached) |      |      |            | Printing shall be done 4 times a year/ every quarter; includes labor; paper is colored, glossy, and 8-pages (sample attached) |      |               |       |
|   |      |      |            |   |      | <b>Total:</b> |       |

\*\*\* 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.

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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. 2024-05-098 dated May 28, 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. 2024-05-098  
dated May 28, 2024 to be opened on June 4, 2024 to the above  
bidders/suppliers/dealers.

**ARSENIA S. SAGARAY**

Canvasser

RO-ASD-F043



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