



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

Date: May 8, 2025
RFQ No.: 2025-04-111

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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 Supplies and materials to be used for the conduct of Regional Capacity Building of ALS Teachers on the Implementation of Be Your Own Boss (BYOB) and Work Based Learning (WBL) on August 22-25, 2025 in 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 **1:30 PM, May 13, 2025**. 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

Supplies and materials to be used for the conduct of Regional Capacity Building of ALS Teachers on the Implementation of Be Your Own Boss (BYOB) and Work Based Learning (WBL) on August 22-25, 2025 in Zamboanga del Norte	ABC	₱79,990.00
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BIDDER'S STATEMENT OF COMPLIANCE

Please fill up with either:
"Comply" or "Not Comply"

TECHNICAL SPECIFICATIONS

TECHNICAL SPECIFICATIONS: (Please check the box for the availability of the specifications)	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	REMARKS: Offered Technical Specifications / Services
Notebook (60 leaves)		
Manila Paper - Folded (12pcs/set)		
Tower Extension Wire - 16 gang		
ID Jacket w/ Sling (B-4)		
Meta Cards (green, yellow, orange, pink) 2 reams each color		
Heavy Duty Stainless Steel Scissor		
Ballpen (Black)		
Specialty Paper Works, 200 GSM, A4 White		
Storage Box (58L) 44 x 64 x 26cm		
Expanding Envelop Brown (Long)		
Certificate Holder A4 Size		

*** 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
Notebook (60 leaves)	420	pcs	30.00	Notebook (60 leaves)	420		
Manila Paper - Folded (12pcs/set)	38	set	60.00	Manila Paper - Folded (12pcs/set)	38		
Tower Extension Wire - 16 gang	3	pcs	1,500.00	Tower Extension Wire - 16 gang	3		
ID Jacket w/ Sling (B-4)	420	pcs	35.00	ID Jacket w/ Sling (B-4)	420		
Meta Cards (green, yellow, orange, pink) 2 reams each color	8	reams	500.00	Meta Cards (green, yellow, orange, pink) 2 reams each color	8		
Heavy Duty Stainless Steel Scissor	2	pcs	150.00	Heavy Duty Stainless Steel Scissor	2		
Ballpen (Black)	420	pcs	8.00	Ballpen (Black)	420		
Specialty Paper Works, 200 GSM, A4 White	4	reams	1,000.00	Specialty Paper Works, 200 GSM, A4 White	4		
Storage Box (58L) 44 x 64 x 26cm	1	pcs	650.00	Storage Box (58L) 44 x 64 x 26cm	1		

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