



Republic of the Philippines
Department of Education

REGIONAL OFFICE IX- ZAMBOANGA PENINSULA

REQUEST FOR QUOTATION

Date: April 3, 2024
RFQ No.: 2024-03-057

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 Polo Shirt and Bull Cap to be used in the conduct of 2024 ZPRAA Qualifying Meet on April 21-26, 2024 at Joaquin F. Enriquez Memorial Sports Complex, Zamboanga City 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, April 8, 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
945-3329 | 09472096474 | 09164336191
www.depedro9.info | www.ro9-deped.com
www.facebook.com/DEPEDREGION9
Pres. Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City, 7016

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:

Polo Shirt and Bull Cap to be used in the conduct of 2024 ZPRAA Qualifying Meet on April 21-26, 2024 at Joaquin F. Enriquez Memorial Sports Complex, Zamboanga City	ABC	₱500,200.00
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MINIMUM TECHNICAL SPECIFICATIONS: (Note: Non-compliance with the minimum required specifications shall be rejected.)	STATEMENT OF COMPLIANCE ("Comply" or "Not Comply")	REMARKS: Offered Technical Specification/Service
POLO SHIRT WITH COLLAR Print type: Customized Full Sublimation Fabric: 100% Polyester Sizes: XS-3XL (True to Size) (attached design below)		
Customized Bull Cap (Good Quality) Cap Type: Curved Type Visor Print type: Customized Print Fabric: 100% Polyester Visor Material: Plastic in the Middle * 6 Panel Crown * 6 Eyelets with botton above * Sandwich type curved visor (attached design below)		
II. OTHER REQUIREMENTS:		
-Supplier must provide chart/matrix of sizes to be used as guide (XS, S, M, L, XL, 2XL, 3XL) upon submission of quotation.		
- Product samples (XS, S, M, L, XL, 2XL, 3XL) shall be delivered and received by the BAC within five (5) calendar days upon receipt of the Notice of Lowest Calculated Bid (LCB).		
III. DELIVERY REQUIREMENT:		
-Items shall be delivered on or before April 18, 2024 at DepEd RO-IX, Pagadian City		

*** 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
POLO SHIRT WITH COLLAR Print type: Customized Full Sublimation Fabric: 100% Polyester Sizes: XS-3XL (True to Size) (attached design below)	820	pcs	420.00	POLO SHIRT WITH COLLAR Print type: Customized Full Sublimation Fabric: 100% Polyester Sizes: XS-3XL (True to Size) (attached design below)	820		
Customized Bull Cap (Good Quality) Cap Type: Curved Type Visor Print type: Customized Print Fabric: 100% Polyester Visor Material: Plastic in the Middle * 6 Panel Crown * 6 Eyelets with botton above * Sandwich type curved visor (attached design below)	820	pcs	190.00	Customized Bull Cap (Good Quality) Cap Type: Curved Type Visor Print type: Customized Print Fabric: 100% Polyester Visor Material: Plastic in the Middle * 6 Panel Crown * 6 Eyelets with botton above * Sandwich type curved visor (attached design below)	820		
						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. 2024-03-057 dated April 3, 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. 2024-03-057 dated April 3, 2024 to be opened on April 8, 2024 to the above bidders/suppliers/dealers.

ARSENIA S. SAGARAY
 Canvasser

RO-ASD-F043



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 945-3329 | 09472096474 | 09164336191
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