



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY



City of Ozamiz
IBJT Compound, Carangan, Ozamiz City
Telephone (088) 545-0988 Fax No. (088) 545-0990
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REQUEST FOR QUOTATION

Procuring	DepED, Division of Ozamiz City	RFQ No.:	MAY23-100
Office/End-	CID-ALS	PR No.	2023-05-100
Purpose:	Supplies and Materials for Reproduction of Instructional Materials	Date:	June 1, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 30 days from date of receipt of Purchase Order (PO).
- Avoid quoting if stocks are not available within the period stipulated.
- Warranty shall be for a minimum of three (3) months for supplies and materials from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) calendar days.
- Bidders shall submit original brochures showing certifications of the product, if applicable.
- Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.
- Failure to deliver within the stipulated delivery period shall subject the supplier to a penalty or liquidated damages of 1/10 1% per day of delay on items not delivered.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit your quotation duly signed by your representative not later than 2 days after the receipt of this document.

Very truly yours,

DIONISIO L. LUWAGON, JR.

ASDS/BAC Chair

Company Name:	
Address:	
Telephone No./ Fax No.	

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	147	ream	Paper, Multipurpose, Legal, 500 sheets per ream (70gsm)	220.00			
2	75	ream	Bondpaper- A4 size (70gsm)	190.00			
3	81	bottle	Epson Ink 003 - Black	350.00			
4	14	bottle	Epson Ink 003 - Magenta	350.00			
5	14	bottle	Epson Ink 003 - Cyan	350.00			
6	14	bottle	Epson Ink 003 - Yellow	350.00			
7	11	bottle	Epson Ink T664-Black	350.00			
8	4	bottle	Epson Ink T664-Magenta	350.00			
9	4	bottle	Epson Ink T664-Cyan	350.00			
10	4	bottle	Epson Ink T664-Yellow	350.00			
11	4	bottle	Brother Printer Ink -BTD60BK(Black)	450.00			
12	7	bottle	Ink Refill (Whiteboard Marker) Black	98.00			
13	6	bottle	Ink Refill (Whiteboard Marker) Blue	98.00			
14	1	bottle	Ink Refill (Permanent) Black	98.00			
15	10	piece	Pentelpen-Permanent (Fine)	38.00			
16	41	piece	Whiteboard Pen (Fine) Black	50.00			
17	49	piece	Gel Pen (Green)	20.00			
18	16	piece	Gel Pen (Red)	20.00			
19	43	piece	Gel Pen (Black)	26.00			
20	36	piece	Gel Pen (Blue)	20.00			
21	130	piece	Ballpen (Black)	7.00			
22	75	piece	Ballpen (Blue)	7.00			
23	5	piece	SIGN PEN, Red, liquid or gel	23.00			
24	30	piece	Pencil No. 2	7.00			
25	27	box	Staple wire No. 35	65.00			
26	12	piece	Scissors (big)	120.00			
27	90	piece	Folder-Colored (long)	6.00			
28	150	piece	Clearbook (long)	51.00			
29	151	piece	Expanded Envelope (Long) Assorted	18.00			

30	20	piece	Expanded Envelope (Long) Brown (Hard)	10.00			
31	6	piece	Plastic Envelop (Long)	12.00			
32	5	piece	Whiteboard (4x6)	2,900.00			
33	1	piece	Whiteboard (2x3)	1,200.00			
34	42	piece	Folder-Colored (long)	9.00			
35	8	roll	TAPE, masking, 24mm	65.00			
36	54	roll	Tape Transparent/Scotch Tape/Plastic Tape, 3 "	66.00			
37	33	roll	Tape double-sided, 1"	26.00			
38	7	roll	Transprent PackingTape	80.00			
39	12	piece	Scotch Tape Dispenser	140.00			
40	15	roll	Binding Tape 2" (Duct), Red	75.00			
41	20	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	20.00			
42	10	box	CLIP, backfold, 32mm	26.00			
43	10	box	CLIP, backfold, 25mm	15.00			
44	8	box	Crayon (Single)	30.00			
45	4	box	Crayons (double)	50.00			
46	12	piece	Record Book 300 pages	65.00			
47	19	piece	Correction Tape Refill (DongA) round type	40.00			
48	1	unit	Scientific Calculator fx-85ms (branded)	1,000.00			
49	8	piece	Puncher (Big) heavy duty	260.00			
50	5	piece	Data File Box /Data Filer with Cover, Chipboard Material (Double size 285mmx285x400mm)	460.00			
51	20	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	84.00			
52	7	pack	Construction Paper (long) assorted	200.00			
53	2	piece	Laminator	6,000.00			
54	56	piece	Manila Paper	5.00			
55	12	piece	Walis tambo (soft)	140.00			
56	50	pack	A4 Specialty paper	30.00			
57	5	box	Fastener (Plastic)	70.00			
58	5	pack	Photo paper A4 double sided- 20 sheets	100.00			
59	7	pack	Photo paper A4 glossy- 20 sheets	70.00			
			*** Nothing Follows ***				
TOTAL				175,000.00			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.

Note:

- 1 Amount Below Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
- 2 Amount Above Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
 - * Omnibus Sworn Statement (photocopy only)
 - * Latest Income Business Return (photocopy only)

Signature Over Printed Name / Date