



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.:	Jun23-125
Office/End-	OSDS	PR No.	2023-06-125
Purpose:	Janitorial Services for July to December 2023	Date:	June 12, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Services period is from July to December 2023.
- 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,


DIONESIO L. LAVAGON, JR.
OIC-ASDS/BAC Chairman

Company Name:							
Address:							
Telephone No./ Fax No.							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	1	unit	Janitorial Services for six months (July-December) for year 2023; 5 Janitor/Janitress, will render 8 hours of duty (7am to 11am and 1pm to 5pm) from Mondays to Fridays, wears appropriate uniform and performs duties stipulated in contract	267,300.00			
*** Nothing Follows ***							
TOTAL				267,300.00			

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

Note:

- Amount Below Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
- 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