



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
Website: www.depedozamiz.net / Email: deped1miz@gmail.com

REQUEST FOR QUOTATION

Procuring Entity:	DepED, Division of Ozamiz City	RFQ No.:	
Office/End-User:	Pulot Elementary School	PR No.:	
Purpose:	Office Supplies Expense	Date:	

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within _____ 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

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

Very truly yours,

CHARITY J. VILAN
BAC CHAIRMAN

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

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	7	gallon	ALCOHOL, Ethyl, 1 Gallon	330.55			
2	5	pack	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	20.49			
3	5	pack	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	18.34			
4	22	can	FLOOR WAX, paste type, red, 2kg	309.76			
5	22	jar	GLUE, all-purpose, 200 grams	70.72			
6	22	roll	TAPE, transparent, 48 mm	22.57			
7	25	box	FASTENER, metal, non-sharp edges, 50 sets per box	94.64			
8	45	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	13.78			
9	43	reams	PAPER, MULTICOPY A4, 500 sheets per ream	165.65			
10	11	bottle	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	249.6			
11	11	bottle	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	249.6			
12	11	bottle	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	249.6			
13	11	bottle	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	249.6			
14	500	piece	Folder White, Legal	5.5			
15	3	bottle	Ink for Brother Printer, Black	405			
16	3	bottle	Ink for Brother Printer, Cyan	405			
17	3	bottle	Ink for Brother Printer, Magenta	405			
18	3	bottle	Ink for Brother Printer, Yellow	405			
19	10	bottle	Ink Original Epson, 003 Black	300			
20	10	bottle	Ink Original Epson, 003 Cyan	300			
21	10	bottle	Ink Original Epson, 003 Magenta	300			
22	10	bottle	Ink Original Epson, 003 Yellow	300			
23	1	unit	Pprinter Wi-Fi All-in-One Ink Tank Printer with ADF/Feeder	14500			
*** Nothing Follows***							
TOTAL				66,576.55			

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