



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**

<b>Procuring Entity:</b>	DepED, Division of Ozamiz City	<b>RFQ No.:</b>	2023-04-010
<b>Office/End-User:</b>	FELIPE CARREON CENTRAL SCHOOL	<b>PR No.</b>	2023-04-010
<b>Purpose:</b>	Purchase of Office Supplies	<b>Date:</b>	April 4, 2023

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period is within 3 - 5 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

Very truly yours,

**CELESTE A. MENDIOLA**  
BAC CHAIRMAN

<b>Company Name:</b>	
<b>Address:</b>	
<b>Telephone No./ Fax No.</b>	<b>Philgeps Registration No.:</b>

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	50	ream	PAPER, MULTICOPY A4, 500 sheets per ream	195.00			
3	5	box	PAPER, parchment, 100 sheets per box	98.05			
4	10	pc	Correction Tape	65.00			
5	6	pc	High Lighter	50.00			
6	50	pc	Folder Long	6.00			
7	50	pc	Folder, A4	10.00			
8	5	book	Record Book, 300 pages	90.00			
9	1	ream	PVC card sheet	1,600.00			
10	3	pc	Pentel Pen, black, fine (branded)	38.00			
11	1	bottle	Pentel Pen, ink refill (branded)	90.00			
12	30	bottle	Ink Original Epson, 003 Black	295.00			
13	10	bottle	Ink Original Epson, 003 Cyan	295.00			
14	10	bottle	Ink Original Epson, 003 Magenta	295.00			
15	20	bottle	Ink Original Epson, 003 Yellow	295.00			
16	100	piece	Medal DepED Small (Gold, Silver, Bronze)	40.00			
17	50	pack	Oslo Paper	270.00			
18	2	roll	Ribbon, Cloth Satin 1"	120.00			
19	10	pack	Specialty Paper, 200gsm, Long	32.00			
			***Nothing Follows***				
<b>TOTAL</b>				<b>52,954.25</b>			

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) Signature Over Printed Name / Date
- 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)