



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



1BJT 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	DepED, Division of Ozamiz City	RFQ No.:	1
Office/End-	JOSE LIM HO NATIONAL HIGH SCHOOL - JUNIOR HIGH	PR No.:	2023-04-0003
Purpose:	Purchase of Office Supplies	Date:	

TERMS and CONDITIONS:			
1. All entries must be typewritten or legibly written.			
2. Delivery period is within _____ days from date of receipt of Purchase Order (PO).			
3. Avoid quoting if stocks are not available within the period stipulated. _____			
4. Warranty shall be for a minimum of three (3) months for supplies and materials from date of acceptance by the end-user.			
5. Price validity shall be for a period of sixty (60) calendar days.			
6. Bidders shall submit original brochures showing certifications of the product, if applicable.			
7. Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.			
8. 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

Very truly yours,

RICENDER G. GONZALES
 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
	3	units	Television set, 42 inches	17,000.00			
	1		Aluminum Filing Cabinet (Black or Beige), 4 drawers	8,900.00			
	3	pieces	White board, 3 ft x 2 ft	990.00			
	6	pieces	White board marker	45.00			
	2	bottle	white board marker ink refill	140.00			
	3	pieces	white board eraser	19.00			
	3	reams	Construction paper	156.00			
	3	pcs	Volleyball	1,270.00			
	2	pcs	Basketball	2,520.00			
	3	pcs	Sepak Takraw ball	660.00			
	2	doz	Shuttle Cock	868.00			
	2	pcs	Net volleyball	1,025.00			
	2	pcs	Table tennis ball	95.00			
	2	pcs	Net table tennis	850.00			
	1	pcs	Net Sepak Takraw	900.00			
	2	pcs	Net badminton	813.00			
Nothing Follows							
TOTAL				82,977.00			

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