



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.:	27
Office/End-User:	SANCHO V. CAPA INTEGRATED SCHOOL	PR No.	2023-04-028
Purpose:	Purchase of office supplies	Date:	April 5, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 3 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 3 days after the receipt of this document.

Very truly yours,

Jayfer Suzane Estrada
JAYFER SUZANE ESTRADA
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	200	piece	Certificate Holder, Plastic A4	42.00			
2	100	piece	Envelope, Expanded, Long, Assorted colors	13.00			
3	100	piece	Floor Wax (box/pack)	20.00			
4	100	piece	Folder White, Legal	5.50			
5	1	unit	Glue Gun Heavy Duty Small	500.00			
6	50	piece	Glue Stick (Big Diameter)	10.00			
7	50	piece	Glue Stick (Small Diameter)	5.00			
8	21	bottle	Ink Original Epson, 003 Black	300.00			
9	21	bottle	Ink Original Epson, 003 Cyan	300.00			
10	21	bottle	Ink Original Epson, 003 Magenta	300.00			
11	21	bottle	Ink Original Epson, 003 Yellow	300.00			
12	50	piece	Medal Academic (Gold, Silver, Bronze)	35.00			
13	1	roll	Ribbon, Cloth Satin 2"	280.00			
14	1	roll	Ribbon, Cloth Satin 3"	350.00			
15	1	roll	Ribbon, Cloth Satin 4"	400.00			
16	20	gallon	ALCOHOL, Ethyl, 1 Gallon	330.55			
17	3	pack	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	144.04			
18	21	roll	TAPE, masking, 48 mm	121.16			
19	25	piece	PAPER, MULTICOPY A4, 500 sheets per ream	165.65			
20	2	piece	PAPER, parchment, 100 sheets per box	98.05			
			Nothing Follows				
TOTAL				55,404.83			

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 on Signature Over Printed Name / Date)
- Amount At:
* please attach MAYOR'S BUSINESS PERMIT (photocopy only)
* Omnibus Sworn Statement (photocopy only)
* Latest Income Business Return (photocopy only)