



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.:	MAY23-101
Office/End-	CID-ALS	PR No.	2023-05-101
Purpose:	Support Funds for ALS Senior High School	Date:	June 1, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 30 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 2 days after the receipt of this document.

Very truly yours,

DIONISIO L. LUWAG, JR.

ASDS/BAC Chair

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

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	4	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), with wifi	11,000.00			
2	53	bottle	EPSON Ink (Black) 003	350.00			
3	27	bottle	EPSON Ink (Cyan) 003	350.00			
4	27	bottle	EPSON Ink (Magenta)	350.00			
5	27	bottle	EPSON Ink (Yellow)	350.00			
6	3	piece	Whiteboard 4ft x 6ft	2,900.00			
7	124	ream	A4 bondpaper 70 gsm	190.00			
8	105	ream	Legal Bondpaper 70 gsm	220.00			
9	3	piece	Whiteboard Pen, Refillable - BLACK	60.00			
10	3	bottle	Whiteboard Ink Refill - BLACK	100.00			
11	2	piece	Whiteboard Pen, Refillable - BLUE	60.00			
12	2	bottle	Whiteboard Ink Refill - BLUE	100.00			
13	2	bottle	Glue white	1,000.00			
14	4	piece	Scissors, Medium, Heavy Duty	100.00			
15	15	piece	Scissors, Small, Heavy Duty	32.00			
16	8	piece	STAPLER, standard type	170.00			
17	7	pack	Construction Paper (long)	200.00			
18	3	piece	Glue Gun Heavy Duty Small	500.00			
19	60	piece	Glue Stick (Small Diameter)	5.00			
20	180	piece	CLEARBOOK, 20 transparent pockets, legal	51.00			
21	50	piece	Envelope, Brown Long	4.00			
22	90	piece	Envelope, Brown A4	4.00			
23	20	piece	Envelope, Expanded	15.00			
24	2	box	RUBBER BAND No. 18, 350g	136.00			
25	3	piece	TAPE DISPENSER, table top	100.00			
26	5	box	Chalk, White min.100pcs/box	115.00			
27	4	box	Chalk, Colored min.100pcs/box	235.50			
28	100	piece	Certificate Holder, Plastic A4	42.00			
29	9	piece	Permanent marker Refillable, Broad Tip - BLACK	60.00			

30	4	piece	Permanent marker Refillable, Broad Tip - BLUE	60.00		
31	19	piece	Marker Pen	37.00		
32	4	unit	Plastic Bin / Storage box w/ cover (min. 100 liters)	1,000.00		
33	4	unit	ELECTRIC FAN, stand type	1,500.00		
34	4	piece	Trash Bin, Min.8 liters, swing cover	200.00		
35	8	can	FLOOR WAX, paste type, red, 2kg	310.00		
36	3	piece	DUST PAN, rigid non-breakable plastic	30.00		
37	2	piece	DUST PAN, metal	99.00		
38	8	piece	BROOM, Soft (Walis Tambo)	140.00		
39	4	bundle	RAGS, all cotton, 1 kilo per bundle	54.00		
40	5	box	Paper Fastener Coated (Plastic)	50.00		
41	50	piece	Folder White, A4	4.50		
42	60	piece	Folder White, Legal	6.00		
43	100	piece	Folder brown, A4	5.50		
44	138	piece	Folder brown, Legal	6.00		
45	8	roll	Tape Transparent/Scotch Tape/Plastic Tape, 3 "	65.00		
46	15	roll	Tape Transparent/Scotch Tape/Plastic Tape, 1 "	18.00		
47	23	roll	Tape Transparent/Scotch Tape/Plastic Tape, 2 "	26.00		
48	1	unit	Laminating machine	6,000.00		
49	50	piece	Laminating Film 125 micron A4	10.00		
50	50	piece	Laminating Film 125 micron Long	12.00		
51	3	unit	Water Dispenser, Hot and Cold, Table Top, Branded	3,000.00		
52	8	piece	Foot Rag	60.00		
53	14	piece	SIGN PEN, Black, liquid or gel	23.00		
54	5	piece	SIGN PEN, Blue, liquid or gel	23.00		
55	5	piece	SIGN PEN, Red, liquid or gel	23.00		
56	4	bottle	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	42.00		
57	2	pouch	DETERGENT POWDER, all purpose, 1kg	55.00		
58	4	bottle	LIQUID HAND SOAP, 500mL	45.00		
59	1	piece	Brush for Toilet Bowl with container stand, Heavy Duty	260.00		
60	1	piece	Brush with long Handle for Toilet Floor	270.00		
61	8	piece	DATA FILE BOX with cover	278.00		
62	5	piece	ERASER, felt, for blackboard/whiteboard	12.00		
63	2	piece	PUNCHER, paper, heavy duty	152.00		
64	90	pad	intermediate paper	30.00		
65	115	piece	Pencil No. 2	7.00		
66	2	piece	PENCIL SHARPENER, manual, single cutter head	213.00		
67	2	pack	CARTOLINA, assorted colors	84.00		
68	7	pack	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	300.00		
69	6	pack	Sticker Paper Glossy A4 20's/pack	50.00		
70	8	pack	Photopaper, A4, 20pcs/pack	65.00		
71	198	piece	Ballpen (BLACK)	7.00		
72	2	roll	TAPE, masking, 48 mm	122.00		
73	200	pieces	writing notebook(80 leaves) 155 GSN yarn	30.00		
74	30	pieces	crayons (16 colors) branded	50.00		
75	20	pieces	rulers	15.00		
76	50	pieces	ruler (ordinary)	5.00		
77	10	roll	packing tape 2inches	52.00		
78	5	box	staple wire#35	100.00		
79	10	pieces	Scientific calculators	800.00		
80	2	pieces	correction tape 5-8 meters (branded)	70.00		
81	9	piece	Filer box (big)	240.00		
82	11	piece	Manila paper	5.00		
83	4	pack	Ndex card 1/2(100pcs)	40.00		
84	10	box	Paper clip (10mm)	23.00		
85	50	piece	Plastic Envelop (thick)	18.00		
86	4	ream	Colored paper	195.00		
87	1	Unit	Binding machine	3,250.00		
88	1	box	PVC-A4	605.00		
89	50	meter	Plastic Binder Ring (20mm)	22.00		
90	2	dozen	Powdered Detergent Soap	96.00		
91	5	bar	Detergent Bar Soap	26.00		
92	2	bottle	Liquid Bleach (multi-purpose) 500 ml	22.00		
93	1	unit	Bluetooth speaker with microphone	1,500.00		

94	2	bottle	ALCOHOL, Ethyl, 500ml	55.00			
95	2	gallon	ALCOHOL, Ethyl, 1 Gallon	400.00			
96	80	pieces	Paracetamol (branded)	5.00			
97	2	bottle	Liniment oil 350ml	100.00			
			*** Nothing Follows ***				
TOTAL				250,000.00			

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