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	DepED, Division of Ozamiz City	RFQ No.:	MAY23-98
Office/End-	CID-ALS	PR No.	2023-05-98
Purpose:	Support Funds for Radio-Based Instruction (RBI)	Date:	June 1, 2023

TERMS and CONDITIONS:
1. All entries must be typewritten or legibly written.
2. Delivery period is within _____30_____ 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 your representative not later than 2 days after the receipt of this document.

Very truly yours,

DIONESIO L. LUWAGON, 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	78	piece	USB FLASH DRIVE 8GB	210.00			
2	80	unit	Solar Rechargeable Transistor Radio with USB Port	460.00			
3	1	unit	Binding and Punching Machine (Binder/Comb Binding, 450sheets binding Capacity, 25 sheet punching capacity up to A4 Size, Heavy Duty	6,000.00			
4	90	pc	Binder Ring, Plastic/PVC 6mm or 1/4", PVC (for 30 sheets)	8.00			
5	100	pc	PVC Plastic Cover Transparent, 200microns, A4	6.00			
6	5	ream	Bondpaper, A4 70gsm	190.00			
7	10	pack	Specialty Board A4	35.00			
			*** Nothing Follows ***				
TOTAL				61,800.00			

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