



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



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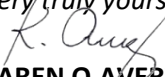
REQUEST FOR QUOTATION

Procuring Entity:	DepED, Division of Ozamiz City	RFQ No.:	2023-07-022
Office/End-User:	OZAMIZ CITY CENTRAL SCHOOL	PR No.	2023-07-022
Purpose:	Purchase of office supplies from school MOOE	Date:	July 12, 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

Very truly yours,

KAREN O. AVERY
 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	2	pack	Folder , legal 100pieces per pack	675.00			
2	200	ream	PAPER, MULTICOPY A4, 500 sheets per ream	185.00			
3	550	box	Floor Wax (box/pack)	18.55			
4	80	bottle	Ink Original Epson, 003 Black	270.00			
5	50	bottle	Ink Original Epson, 003 Cyan	285.00			
6	50	bottle	Ink Original Epson, 003 Magenta	285.00			
7	50	bottle	Ink Original Epson, 003 Yellow	285.00			
			Nothing Follows				
TOTAL				112,902.50			

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 Ab
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
 - * Omnibus Sworn Statement (photocopy only)
 - * Latest Income Business Return (photocopy only)