



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.:	2023-08-030
Office/End-	CATADMAN ELEMENTARY SCHOOL	PR No.	2023-08-033
Purpose:	Purchase of Office Supplies	Date:	August 17, 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

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,


MELLANY A. MAGANA
 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
Office Supplies							
1	1	piece	Battery 9V Alkaline Rechargeable Heavy Duty	407.00			
2	2	length	Binder Ring, Plastic/PVC 6mm or 1/4", PVC (for 30 sheets)	8.80			
3	2	length	Binder Ring, Plastic/PVC 6mm or 5/16", PVC (for 30 sheets)	8.80			
4	2	length	Binder Ring, Plastic/PVC 10mm or 3/8", PVC (for 70 sheets)	11.00			
5	2	length	Binder Ring, Plastic/PVC 19mm or 3/4", PVC (for 170 sheets)	24.24			
6	3	pack	Sticky Notes 3"x3"	38.50			
7	300	piece	Floor Wax (box/pack)	22.00			
8	75	piece	Glue Stick (Small Diameter)	5.50			
9	22	bottle	Ink Original Epson, 003 Black	330.00			
10	22	bottle	Ink Original Epson, 003 Cyan	330.00			
11	22	bottle	Ink Original Epson, 003 Magenta	330.00			
12	22	bottle	Ink Original Epson, 003 Yellow	330.00			
13	1	bottle	Ink for Brother Printer, Black	445.50			
14	1	bottle	Ink for Brother Printer, Cyan	445.50			
15	1	bottle	Ink for Brother Printer, Magenta	445.50			
16	1	bottle	Ink for Brother Printer, Yellow	445.50			
17	20	piece	Envelope, Expanded, Long, Assorted colors	14.30			
18	25	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	60.50			
19	25	bottle	Permanent/Pentel Ink Refill, Black	110.00			
20	25	piece	Sign pen 0.5, Black	31.90			
21	100	pack	Specialty Paper, Matte plain White 120-180 gsm,8.5x11, 10pcs/pack	49.50			
22	30	pack	Specialty Paper, Matte plain White 120-180 gsm,8.5x13, 10pcs/pack	61.09			
*** Nothing Follows ***							
TOTAL				50,591.50			

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)
- 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