



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**

|                                      |  |  |   |
|--------------------------------------|--|--|---|
| <b>Procuring Office/End-Purpose:</b> | DepED, Division of Ozamiz City<br>SGOD-HRD, CID and OSDS,<br>For the conduct of the Training-Workshop on "Higher Order Thinking Skills Professional Learning Package (HOTS-PLPs) for Science, Mathematics and English Teachers on October 10-13, 2023, October 17-20, 2023 and October 24-27, 2023 | <b>RFQ No.:</b><br><b>PR No.</b><br><b>Date:</b> | AUG23-162<br>2023-08-162<br>August 23, 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. LUWAGON, JR.**

ASDS/BAC Chair

| <b>Company Name:</b>          |     |         |  |                  |                |            |             |
|-------------------------------|-----|---------|--|------------------|----------------|------------|-------------|
| <b>Address:</b>               |     |         |  |                  |                |            |             |
| <b>Telephone No./ Fax No.</b> |     |         |  |                  |                |            |             |
| Item No.                      | QTY | Unit    | Items and Description  | ABC              | Bidder's Brand | Unit Price | Total Price |
| 1                             | 80  | ream    | A4 bondpaper (70gsm)   | 195.00           |                |            |             |
| 2                             | 50  | ream    | Long Size Bond Paper   | 240.00           |                |            |             |
| 3                             | 4   | ream    | Special Paper, Long Size, Ivory Light Yellow, 90 gsm, 500 sheets/box     | 1,050.00         |                |            |             |
| 4                             | 70  | packs   | Photo Paper (Double-sided A4 white)                                      | 92.00            |                |            |             |
| 5                             | 12  | pcs     | Whiteboard Markers   | 60.00            |                |            |             |
| 6                             | 60  | pcs     | Marking Pens (Fine)  | 60.00            |                |            |             |
| 7                             | 300 | pcs     | Cartolina (Assorted)   | 7.00             |                |            |             |
|                               |     |         | - 60 pcs. White  |                  |                |            |             |
|                               |     |         | - 60 pcs Ligh Yellow   |                  |                |            |             |
|                               |     |         | - 60 pcs light blue  |                  |                |            |             |
|                               |     |         | - 60 pcs Neon Green  |                  |                |            |             |
|                               |     |         | - 60 pcs Neon Orange   |                  |                |            |             |
| 8                             | 90  | pcs     | Manila Paper   | 6.00             |                |            |             |
| 9                             | 24  | pcs     | Ordinary pair of scissors (8")   | 49.00            |                |            |             |
| 10                            | 3   | pcs     | Storage Boxes with Cover (70 liters, extendable handle for easy pulling, | 700.00           |                |            |             |
| 11                            | 6   | bottles | Pilot Super color Refill ink (Black)                                     | 85.00            |                |            |             |
| 12                            | 24  | bottles | Computer Ink (664)   | 295.00           |                |            |             |
|                               |     |         | - 6 bottles black  |                  |                |            |             |
|                               |     |         | - 6 bottles cyan   |                  |                |            |             |
|                               |     |         | - 6 bottles magenta  |                  |                |            |             |
|                               |     |         | - 6 bottles yellow   |                  |                |            |             |
| 13                            | 12  | rolls   | Grade Masking Tape ( 1" x 25 yds)  | 40.00            |                |            |             |
| 14                            | 12  | rolls   | Packaging Clear Tape (1" x 25 yds)                                       | 30.00            |                |            |             |
| 15                            | 30  | pcs     | Pastel Colored Ordinary Folder Long Size                                 | 15.00            |                |            |             |
|                               |     |         | - 10 pcs. Apple Green  |                  |                |            |             |
|                               |     |         | - 10 pcs. Light Blue   |                  |                |            |             |
|                               |     |         | - 10 pcs. Yellow   |                  |                |            |             |
| 16                            | 9   | boxes   | Binder Clips ( 12 pcs/box 1" size)                                       | 15.00            |                |            |             |
| 17                            | 6   | packs   | Glossy Sticker Paper (A4, 20 sheets per pack)                            | 70.00            |                |            |             |
| 18                            | 60  | pcs     | A4 Certificate Holder Royal Blue Color                                   | 45.00            |                |            |             |
|                               |     |         | *** Nothing Follows ***  |                  |                |            |             |
| <b>TOTAL</b>                  |     |         |  | <b>60,611.00</b> |                |            |             |

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)

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Signature Over Printed Name / Date