



Republic of the Philippines
Department of Education
Region III - Northern Mindanao
DIVISION OF OZAMIZ CITY
City of Ozamiz



IBIT Compound, Carangan, Ozamiz City
Telephone: (088) 545-0988 Fax No.: (088) 545-0990
Website: www.depedozamiz.net / Email: deped1mia@gmail.com

REQUEST FOR QUOTATION

Procuring Entity:	DepEd, Division of Ozamiz City	RFQ No.:	2023-11-0001
Office/End-User:	ANDREA COSTONERA E/S	PR No.:	2023-11-0001
Purpose:	School Supplies	Date:	November 09, 2023

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within **10** 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.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit your quotation

Very truly yours,

Adamsing
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	95	ream	PAPER, MULTICOPY A4, 500 sheets per ream	190			
2	15	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream	230			
3	40	piece	Ballpen Black	6			
4	1	Unit	PRINTER All-in-One Ink Tank (Wifi, PRINT, SCAN, COPY, Auto-Duplex, Precision Core, ADF, Ink Tank, 001 Ink)	18,000.00			
5	30	bottle	Ink Original Epson, 003 Black	280			
6	30	bottle	Ink Original Epson, 003 Cyan	270			
7	30	bottle	Ink Original Epson, 003 Magenta	270			
8	30	bottle	Ink Original Epson, 003 Yellow	270			
9	15	piece	Permanent marker/Pentel Pen, Refillable, Broad Tip, Black	38			
10	20	roll	TAPE Transparent/Scotch Tape/Plastic Tape, 3"	80			
			Nothing Follows				
TOTAL							

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) Signature Over Printed Name / Date