



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.:	NOV23-247
Office/End-	SGOD-EFU	PR No.	2023-11-247
Purpose:	For the preparation and submission of report for BEFF projects.	Date:	November 21, 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

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. DAWAGON, 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	20	ream	Bond paper A4 Size	280.00			
2	8	ream	Bond Paper A3 Size	420.00			
3	100	pc	Folder A4 Size	6.00			
4	100	pc	Folder Long Size	7.00			
5	3	pc	Engineer's Field book	150.00			
6	24	pc	Ball Pen (Black)	7.50			
7	24	pc	Sign Pen 0.5 (Black)	15.00			
8	12	pc	Sign Pen 0.5 (Blue)	15.00			
9	50	pc	Expanded Envelope Long Size	18.00			
10	6	bot	Ink T664 (Epson) Black	310.00			
11	3	bot	Ink T664 (Epson) Cyan	310.00			
12	3	bot	Ink T664 (Epson) Magenta	310.00			
13	3	bot	Ink T664 (Epson) Yellow	310.00			
14	1	set	Steel Cabinet Lateral Type - 4 Layers	16,500.00			
15	2	set	Steel Cabinet Vertical Type - 2 Layers	8,950.00			
16	2	box	Index Tab (Transparent)	55.00			
17	2	box	Binder Clip Dovetail 15mm	20.00			

18	2	box	Binder Clip Dovetail 25mm	29.00			
19	2	box	Binder Clip Dovetail 41mm	38.00			
20	3	box	Binder Clip Dovetail 50mm	27.00			
21	2	pc	Paper Glue 240g	120.00			
22	1	pc	External Storage SSD (1 TB)	10,000.00			
23	1	pc	Extension Cord (3-gang with USB outlet)	800.00			
			*** Nothing Follows ***				
TOTAL				62,785.00			

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 Signature Over Printed Name / Date)

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)