



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 Entity:	DepED, Division of Ozamiz City	RFQ No.:	
Office/End-User:	Pulot National High School (LAA-10-23-230)	PR No.	
Purpose:	School/Office Supplies (NLC)	Date:	

TERMS and CONDITIONS:

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

Very truly yours,

ARGION S. CAPADNGAN
 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	1	unit	Printer 3-in-1	9,850.00			
2	181	ream	Bondpaper, A4	195.00			
3	29	bottle	Epson Ink, Black 003	230.00			
4	29	bottle	Epson Ink, Colored 003	220.00			
5	1	piece	Scissor	63.29			
6			*** Nothing Follows***				
7							
8							
9							
10							
11							
12							
13							
14							
TOTAL				58,258.29			

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