



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 OSDS Division Office, Common Supplies and Equipment 1st Quarter 2024	<b>RFQ No.:</b>	JAN24-10
		<b>PR No.</b>	2024-01-10
		<b>Date:</b>	January 27, 2024

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period is within 30 days from the receipt of P.O.**
- 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

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 4 days after the receipt of this document.

Very truly yours,

**DIONESIO L. LIWAGON, JR., CESE**

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	5	bottle	ALCOHOL, Ethyl, 500 mL	50.96			
2	4	gallon	ALCOHOL, Ethyl, 1 Gallon	50.96			
3	19	piece	SIGN PEN, Extra Fine Tip, Black	26.00			
4	40	piece	SIGN PEN, Fine Tip, Black	44.72			
5	13	piece	SIGN PEN, Medium Tip, Black	57.20			
6	20	piece	SIGN PEN, Extra Fine Tip, Blue	26.00			
7	35	piece	SIGN PEN, Fine Tip, Blue	44.72			
8	20	piece	SIGN PEN, Medium Tip, Blue	57.20			
9	5	piece	SIGN PEN, Medium Tip, Red	57.20			
10	19	pack	BATTERY, dry cell, size AA	21.84			
11	13	pack	BATTERY, dry cell, size AAA	19.76			
12	8	can	AIR FRESHENER	87.36			
13	1	piece	BROOM (Walis Tambo)	127.92			
14	5	bottle	CLEANER, Toilet Bowl and Urinal	44.72			
15	2	can	CLEANSER, Scouring Powder	36.00			
16	10	bar	DETERGENT BAR	9.36			
17	8	pouch	DETERGENT POWDER, all purpose	88.40			
18	2	can	DISINFECTANT SPRAY	150.80			
19	10	piece	Envelope, Brown A4	3.58			
20	52	piece	Envelope, Brown Long	3.58			
21	39	piece	Envelope, Brown short	3.30			
22	25	piece	Envelope, Expanded, Long, Assorted colors	14.30			
23	10	piece	Folder Expandable, Long	22.00			
24	20	piece	Folder White, A4	4.95			

25	99	piece	Folder White, Legal	6.05			
26	10	piece	Folder White, Short	4.40			
27	1	bottle	Glass Cleaner Liquid Spray 500ml	187.00			
28	1	bottle	Glue White (min. 130gms)	60.50			
29	1	bottle	Glue White (min. 240gms)	126.50			
30	14	PIECE	Highlighter Branded	33.00			
31	1	bottle	Ink for Brother Printer, Black	445.50			
32	2	bottle	Ink for Brother Printer, Cyan	445.50			
33	2	bottle	Ink for Brother Printer, Magenta	445.50			
34	2	bottle	Ink for Brother Printer, Yellow	445.50			
35	2	bottle	Ink Original Epson L1800 (T673) Black	610.50			
36	3	bottle	Ink Original Epson L1800 (T673) Cyan	588.50			
37	2	bottle	Ink Original Epson L1800 (T673) Light Cyan	588.50			
38	2	bottle	Ink Original Epson L1800 (T673) Light Magenta	588.50			
39	2	bottle	Ink Original Epson L1800 (T673) Magenta	588.50			
40	2	bottle	Ink Original Epson L1800 (T673) Yellow	588.50			
41	5	bottle	Ink Original Epson, 001 Black	544.50			
42	6	bottle	Ink Original Epson, 001 Cyan	357.50			
43	6	bottle	Ink Original Epson, 001 Magenta	357.50			
44	6	bottle	Ink Original Epson, 001 Yellow	357.50			
45	53	bottle	Ink Original Epson, 003 Black	330.00			
46	25	bottle	Ink Original Epson, 003 Cyan	330.00			
47	27	bottle	Ink Original Epson, 003 Magenta	330.00			
48	27	bottle	Ink Original Epson, 003 Yellow	330.00			
49	2	piece	Bulb LED min. 15 watt	302.50			
50	2	piece	Bulb LED min. 9 watt	176.00			
51	2	bottle	Liquid Hand Soap, Foaming min.225ml, antibacterial	144.10			
52	9	piece	Medal DepED Large (Gold, Silver, Bronze)	88.00			
53	3	piece	Mouse, Optical wireless, Branded with battery	440.00			
54	1	piece	Paint Brush #4	110.00			
55	1	box	Paper Fastener Coated (Plastic)	55.00			
56	4	tube	Pencil LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	27.50			
57	17	piece	Pencil No. 2	7.70			
58	4	piece	PENCIL, mechanical, for 0.5mm lead	44.00			
59	11	piece	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	60.50			
60	10	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	60.50			
61	4	piece	Permanent marker/Pentil Pen, Refillable, Fine Tip, Blue	60.50			
62	16	pack	Photopaper (Double-sided), A4, 20pcs/pack	101.20			
63	2	pack	Photopaper Glossy 270gsm RC A4 20 sheets Inkjek	275.00			
64	7	pack	Photopaper, A4, 20pcs/pack	71.50			
65	4	piece	Plastic Envelope, Expandable with handle, Long size	88.00			
66	14	piece	Sign pen 0.5, Green	31.90			
67	50	piece	Sign pen 0.5, Blue	31.90			
68	31	piece	Sign pen 0.5, Black	31.90			
69	1	ream	Specialty Paper, Ivory/Light Yellow, 90GSM, LONG, 500sheets/Box	1,155.00			
70	2	packs	Specialty Paper, 90gsm, A4	27.50			
71	3	packs	Specialty Paper, 90gsm, Long	30.80			
72	8	packs	Specialty Paper, 200gsm, A4	33.00			
73	12	packs	Specialty Paper, 200gsm, Long	35.20			
74	1	piece	Sponge	16.50			
75	1	box	Staple wire #10	11.00			

76	5	pack	Sticker Paper Mat A4 20's/pack	33.00			
77	12	pack	Sticker Paper Glossy A4 20's/pack	55.00			
78	18	pack	Sticky Notes 3"x3"	38.50			
79	4	roll	Tape Binding/Cloth/Duct 3" x 25meters	264.00			
80	3	roll	Tape Double sided, 1"	28.60			
81	1	roll	Tape Double sided, 2"	60.50			
82	1	roll	Tape Masking 1"	44.00			
83	9	roll	Tape Transparent/Scotch Tape/Plastic Tape, 1 "	19.80			
84	5	roll	Tape Transparent/Scotch Tape/Plastic Tape, 2 "	28.60			
85	2	roll	Tape Transparent/Scotch Tape/Plastic Tape, 3 "	71.50			
86	48	piece	Tissue JRT, Big Roll, 2ply min. of 200m/roll	121.00			
87	7	piece	Toilet Bowl Cleaner	66.00			
88	7	piece	Toilet Deodorizer, 100g	66.00			
89	5	pack	Trash Bag, Black Small 18" x 20", 10pcs/pack	33.00			
90	16	pack	Trash Bag, Black Medium 22" x 24", 10pcs/pack	55.00			
91	5	pack	Trash Bag, Black Large 26" x 32", 10pcs/pack	77.00			
92	4	piece	USB Flash Drive 3.0, 32GB	440.00			
93	18	reams	PAPER, Multi-Purpose, A4, 70 gsm	108.09			
94	1	book	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	77.79			
95	2	book	RECORD BOOK, 500 PAGES, size: 214mm x278mm min	112.11			
96	1	set	Ballpen 0.3mm Tip Ball Pen Ball Pens Fine Point Pen 12 pcs (Black)	792.00			
97	1	piece	Floor Marking Tape	220.00			
98	3	piece	GLOSSY PHOTO PAPER A4 SIZE PACKS (20 sheets per pack)-235GSM	302.50			
99	33	pcs	Expanded Envelope long blue	15.40			
100	4	piece	Cabinet 3 -layer Drawer Plastic Material	1,320.00			
101	3	piece	Folder with Clip (legal)	110.00			
102	16	piece	Expanded Envelope long yellow	15.40			
103	1	pcs	data file box ( with cover PVC type)	550.00			
104	2	piece	HDMI Cord	220.00			
105	1	ream	Laminating Film, long	825.00			
106	3	roll	Paper Towel	71.50			
107	1	pack	Powdered soap	77.00			
108	2	book	Record Book 150 pages	77.00			
109	1	pack	Specialty Paper, Legal Size	93.50			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>115,489.44</b>			

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)

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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)

3 1. a warranty security shall be required from the contract

awardee for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non-expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

2. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, **or a special bank guarantee equivalent to at least one percent (1%)** but not to exceed five percent (5%) of the total contract price.