



Republic of the Philippines  
Department of Education  
Region X - 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: deped1miz@gmail.com

**REQUEST FOR QUOTATION**

<b>Procuring Entity:</b>	DepED, Division of Ozamiz City	<b>RFQ No.:</b>	
<b>Office/End-User:</b>	Labinay National High School - JHS	<b>PR No.</b>	2024-02-00
<b>Purpose:</b>	Office Supplies and Materials Expense	<b>Date:</b>	02- -2024

**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 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,

  
**JOJIE R. HORCULADA**  
BAC CHAIRMAN

<b>Company Name:</b>	
<b>Address:</b>	
<b>Telephone No./ Fax No.</b>	<b>Philgeps Registration No.:</b>

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	20	pc	Chipboard	20.00			
2	5	pack	Notarial Seal	150.00			
3	15	pc	Colored Plastic Folder, size long, thick (not sliding)	15.00			
4	3	cart	Cannon PG760, Ink Black	1,900.00			
5	3	cart	Cannon PG761, Ink Colored	1,400.00			
6	2	roll	Typewriter Ribbon	100.00			
7	1	roll	Cord	1,000.00			
8	1	unit	Printer, long (3 way)	15,000.00			
9	2	unit	Printer, short (3 way)	11,000.00			
10	1	unit	Tent, size big	5,000.00			
11	36	pc	Flower pot, (large-xl)	100.00			
12	4	pc	solar light	1,500.00			
13	1	unit	steel cabinet	14,850.00			
14	1	unit	saia set	13,750.00			
15	1	pc	Divider	4,345.00			
16	1	unit	Office chair, big	10,070.00			
17	1	unit	Office chair, small	5,035.00			
18	1	unit	Office table	6,095.00			
19	1	pc	AVR	1,500.00			
***Nothing Follows***							
<b>TOTAL</b>				<b>119,720.00</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 or Signature Over Printed Name / Date)
- Amount Above Php 50,000.00
  - please attach MAYOR'S BUSINESS PERMIT (photocopy only)
  - Omnibus Sworn Statement (photocopy only)



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School: **Labinay National High School - Junior**

For item Specifications:

<b>item</b>	<b>description</b>
cord	Graduation cord, color dark green,3-5 mm
Tent	Camping type, capacity of 8-10 persons, rain and windproof With its accessories
Printer long and short	3 way
Solar light	Outdoor,waterproof,500-800 watts
Steel cabinet	5 tier, lateral
divider	Foldable, wooden
Office chair small	Leather, With arm rest, with wheel and up and down adjust
Office chair ,big	Executive leather type, with wheel and up and down adjust



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