



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

**REQUEST FOR QUOTATION**

Date: March 1, 2024  
 RFQ No.: MAR24-34

Company/Business Name:<sup>1</sup> \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number (required): \_\_\_\_\_

The **Department of Education – Division of Ozamiz City**, through its Bids and Awards Committee (BAC), intends to procure **Supply and Delivery of Other Supplies and Materials for the 1<sup>st</sup> Quarter of FY 2024 for Division Office Use through Shopping-NP-52.1 (b) – Regular Office Supplies and Equipment Not Available in DBM-PS** of 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

Please submit your proposal for the item/s described and required herein, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ). Submit your quotation duly signed by you or your duly authorized representative **on or before March 5, 2024 at 1:00 P.M.** addressed to:

**DIONESIO L. LIWAGON, JR., CESE**  
*OIC-ASDS, BAC Chairman*

Pursuant to Appendix A “Documentary Requirement for Alternative Methods of Procurement” of Annex “H” of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, the following documents are required to be submitted along with your quotation on the above set deadline or before the issuance of a Notice of Award is issued:

Document	Remarks
Mayor's/Business Permit	Latest, Clear Copy
BIR Certificate of Registration	Updated, Clear Copy
DTI Registration/SEC Registration	Latest/Updated, Clear Copy

<sup>1</sup> In case of discrepancy on the business name as reflected on this RFQ and as reflected in the Business Permit, the latter shall prevail.

**For any clarification, you may contact us at mobile no. 09282809770 or email address at [jasmine.gaogao@deped.gov.ph](mailto:jasmine.gaogao@deped.gov.ph).**

**DIONESIO L. LIWAGON, JR., CESE**  
*OIC-ASDS, Bids and Awards Committee, Chairman*



Address: IBJT Compound, Carangan, Ozamiz City  
 Telephone No: (088) 545-09-88  
 Telefax: (088) 545-09-90  
 Email Address: [ozamiz.city@deped.gov.ph](mailto:ozamiz.city@deped.gov.ph)



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**INSTRUCTIONS:**

**Note: Failure to follow these instructions will disqualify your entire quotation.**

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through electronic mail at [jasmine.gaogao@deped.gov.ph](mailto:jasmine.gaogao@deped.gov.ph).
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the email shall be considered.



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**TERMS AND CONDITIONS:**

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Quotations submitted must be **“sealed”**.
4. Price quotation/s must be valid for a period of **forty-five (45) calendar days** from the deadline of submission.
5. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract shall be rejected.
7. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the Department of Education, Division of Ozamiz City shall adopt and employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
8. The award of contract shall be made to the lowest calculated quotation and responsive with the technical specifications, requirements and other terms and conditions stated herein or One Project having several items that shall be awarded as one contract.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Item/s delivered shall be inspected on the scheduled date and time of the Department of Education, Division of Ozamiz City. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
11. 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. The obligation for the warranty shall be covered by a **special bank guarantee** equivalent to at least one percent (1%) but not to exceed five percent (5%) of the total contract price.
12. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Development Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the unperformed portion of the works within the prescribed delivery period shall be imposed per day of delay. The Department of Education, Division of Ozamiz City may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies available it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 9184 and its 2016 revised IRR.
15. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.



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After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Procurement Activity: Supply and Delivery of Other Supplies and Materials for the 1 <sup>st</sup> Quarter of FY 2024					
Item No.	Minimum Technical Specifications	Quantity		Offered Technical Specifications/Service/Bidder's Brand	Statement of Compliance ("Comply" or "Not Comply")
<i>Note: (1) Non-compliance with the minimum required specifications shall be rejected.</i>					
<i>(2) Delivery Period is 15 days from the Receipt of Purchase Order.</i>					
1.	Printer Wi-Fi All-in-One Ink Tank Printer with ADF/Feeder	1	pcs		
2.	Scientific Calculator (1 way power, atleast 417 functions)	1	piece		
3.	T664 Ink Bottle 70ml Black	5	bottle		
4.	T664 Ink Bottle 70ml Cyan	1	bottle		
5.	T664 Ink Bottle 70ml Magenta	1	bottle		
6.	T664 Ink Bottle 70ml Yellow	2	bottle		
7.	Steel Rack 5 tier	1	piece		
8.	Self Inking Stamp (RECEIVED)	1	piece		
9.	Self Inking Stamp (RELEASED)	1	piece		
10.	Emergency Light	1	piece		
11.	Feeds Sacks	100	piece		
12.	Clip Board (Legal Size)	2	pc		
13.	Trash Bin, Min.8 liters, swing cover	3	piece		
14.	Trash Bin, Min.15 liters, Step-Open Plastic	2	piece		
15.	Multi-purpose cleaner 1L rose fresh	3	liter		
16.	Detergent Powder, flower scent, all purpose, 1kg	10	pouch		



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17.	Rags, face towel, Cotton Yarn/microfiber	5	piece		
18.	Brush for Toilet Bowl with container stand, Heavy Duty	3	piece		
19.	Brush with long Handle for Toilet Floor	6	piece		
20.	Brush, Hand brush/short Handle plastic for toilet walls	1	piece		
21.	Pail	1	piece		
22.	Liquid Bleach, 1 Gallon	5	piece		
23.	Liquid Bleach, 1000ml	1	bottle		
24.	Liquid Hand Soap, scented , 1gallon	1	gallon		
25.	HAND SOAP, Liquid, 500ml, pump type antibacterial	2	bottle		
26.	Muriatic Acid 500ml	1	bottle		
27.	Tissue JRT, Big Roll, 2ply min. of 200m/roll	1	piece		
28.	CLEANER, Toilet Bowl and Urinal, 1000mL with Nozzle	1	bottle		
29.	BROOM, Soft (Walis Tambo), with bamboo handle	1	piece		
30.	Dust pan with long handle	6	piece		
31.	FURNITURE CLEANER, Aerosol type, 300mL	2	can		
32.	Sand paper Champ c1000	3	piece		
33.	Insecticide, Odorless (not waterbase), 500ml	2	can		
34.	Brushes for Spider Web, Extended Handle	3	piece		
35.	Dishwashing Liquid, min. 250ml	15	bottle		
36.	Glass Cleaner Liquid Spray 500ml	5	bottle		
37.	Glass Cleaner, 1 Gallon	3	gallon		



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38.	Sponge Steel Wool 4 pcs per pack	6	piece		
39.	Sprayer bottle 500ml capacity	5	bottle		
40.	Toilet Deodorizer, 100g	25	piece		
41.	Doormat Rug	15	piece		
42.	BROOM, Stick (Walis Ting-ting)	4	piece		
43.	Air Freshener Gel, Min. 180g	15	piece		
44.	Liquid Sosa 500ml	10	bot		
45.	BATTERY, dry cell, size AA	15	PACK		
46.	BATTERY, dry cell, size AAA	15	PACK		
47.	Battery 9V Max Alkaline Heavy Duty	10	piece		
48.	Battery 9v rechargeable	4	piece		
49.	Battery AA Max Alkaline Heavy Duty 2s/pack	15	pack		
50.	Battery AAA Max Alkaline Heavy Duty 2s/pack	10	pack		
51.	Bulb LED Daylight Min. 11watts	10	piece		
52.	Fluorescent Tube Big Slim	10	piece		
53.	Fluorescent Tube small Slim	10	piece		
54.	Specialty Paper 200gsm Long for Property Card and Stock Card	30	pack		
55.	Laminating Film, A4	20	piece		
56.	Laminating Film, Legal	20	piece		
57.	Photopaper, Glossy A4 with 20 sheets per pack	10	pack		
58.	PHILIPPINE NATIONAL FLAG, 100% polyester	6	piece		
59.	Licealis 10ml U	10	pcs		



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60.	Air Freshener automatic Spray	3	can		
61.	Air Freshener Refill for Glade automatic Spray	10	can		
62.	Butter Coconut Biscuit 90g	100	pack		
63.	Mineral Water 375ml	192	bottle		
64.	Biscuits	30	pack		
65.	Paper cups 6oz, 50pcs/pack	40	pack		
66.	Stirrer 100pcs per pack	16	pack		
67.	Tissue Pullnaps 2ply	14	pack		
68.	Rust Remover industrial (not quickly dry)	5	piece		
69.	Stain Remover, Wipeout	6	can		
70.	Varnish Natural	10	bottle		
71.	Tile Red	3	gal		
72.	Paint Brush #2	2	piece		
73.	Paint Brush #3	2	piece		
74.	Paint Brush #4	2	piece		
75.	Roller Brush #8	6	piece		
76.	Roller Brush/ BabyRoller	3	piece		
77.	Roller Brush #9	3	piece		
78.	Steel Brush with Handle	3	piece		
79.	3-drawer white steel cabinet	1	unit		
	***Nothing Follows***				



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**FINANCIAL OFFER:**

Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate “**N/A or NONE**” if items Not Available or Out of Stock.

**Terms of Payment:**

*Payment shall be made through Development Bank of the Philippines’ LDDAP-ADA/Bank Transfer facility **after** Submission of Billing and User Acceptance of the product and other supporting documents needed for the payment. Bank Transfer fee shall be charged against the creditor’s account. Supplier must submit a photocopy of their passbook containing account details.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name (should be the exact account name as registered in the bank):  
\_\_\_\_\_

Branch: \_\_\_\_\_

Procurement Activity: Supply and Delivery of Other Supplies and Materials for the 1 <sup>st</sup> Quarter of FY 2024						
Total Approved Budget for the Contract (ABC): Php 87,535.26						
	Items	Quantity		ABC Per Item/Unit	Offered Price per item/unit	Total Offered Price per item
<i>Note: Non-compliance with the minimum required specifications shall be rejected.</i>						
1.	Printer Wi-Fi All-in-One Ink Tank Printer with ADF/Feeder	1	pcs	9,000.00		
2.	Scientific Calculator (1 way power, atleast 417 functions)	1	piece	1,600.00		
3.	T664 Ink Bottle 70ml Black	5	bottle	325.00		
4.	T664 Ink Bottle 70ml Cyan	1	bottle	325.00		
5.	T664 Ink Bottle 70ml Magenta	1	bottle	325.00		
6.	T664 Ink Bottle 70ml Yellow	2	bottle	325.00		
7.	Steel Rack 5 tier	1	piece	9,000.00		
8.	Self Inking Stamp (RECEIVED)	1	piece	1,000.00		



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9.	Self Inking Stamp (RELEASED)	1	piece	1,000.00		
10.	Emergency Light	1	piece	2,000.00		
11.	Feeds Sacks	100	piece	20.00		
12.	Clip Board (Legal Size)	2	pc	110.00		
13.	Trash Bin, Min.8 liters, swing cover	3	piece	200.00		
14.	Trash Bin, Min.15 liters, Step-Open Plastic	2	piece	500.00		
15.	Multi-purpose cleaner 1L rose fresh	3	liter	106.00		
16.	Detergent Powder, flower scent, all purpose, 1kg	10	pouch	55.00		
17.	Rags, face towel, Cotton Yarn/microfiber	5	piece	15.00		
18.	Brush for Toilet Bowl with container stand, Heavy Duty	3	piece	260.00		
19.	Brush with long Handle for Toilet Floor	6	piece	270.00		
20.	Brush, Hand brush/short Handle plastic for toilet walls	1	piece	35.00		
21.	Pail	1	piece	235.00		
22.	Liquid Bleach, 1 Gallon	5	piece	150.00		
23.	Liquid Bleach, 1000ml	1	bottle	40.00		
24.	Liquid Hand Soap, scented , 1gallon	1	gallon	270.00		
25.	HAND SOAP, Liquid, 500ml, pump type antibacterial	2	bottle	130.00		
26.	Muriatic Acid 500ml	1	bottle	60.00		
27.	Tissue JRT, Big Roll, 2ply min. of 200m/roll	1	piece	110.00		
28.	CLEANER, Toilet Bowl and Urinal, 1000mL with Nozzle	1	bottle	160.00		
29.	BROOM, Soft (Walis Tambo), with bamboo handle	1	piece	136.24		
30.	Dust pan with long handle	6	piece			



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				27.64		
31.	FURNITURE CLEANER, Aerosol type, 300mL	2	can	125.90		
32.	Sand paper Champ c1000	3	piece	15.00		
33.	Insecticide, Odorless (not waterbase), 500ml	2	can	139.36		
34.	Brushes for Spider Web, Extended Handle	3	piece	100.00		
35.	Dishwashing Liquid, min. 250ml	15	bottle	45.00		
36.	Glass Cleaner Liquid Spray 500ml	5	bottle	170.00		
37.	Glass Cleaner, 1 Gallon	3	gallon	360.00		
38.	Sponge Steel Wool 4 pcs per pack	6	piece	15.00		
39.	Sprayer bottle 500ml capacity	5	bottle	75.00		
40.	Toilet Deodorizer, 100g	25	piece	60.00		
41.	Doormat Rug	15	piece	50.00		
42.	BROOM, Stick (Walis Ting-ting)	4	piece	22.78		
43.	Air Freshener Gel, Min. 180g	15	piece	190.00		
44.	Liquid Sosa 500ml	10	bot	93.75		
45.	BATTERY, dry cell, size AA	15	PACK	30.00		
46.	BATTERY, dry cell, size AAA	15	PACK	30.00		
47.	Battery 9V Max Alkaline Heavy Duty	10	piece	90.00		
48.	Battery 9v rechargeable	4	piece	370.00		
49.	Battery AA Max Alkaline Heavy Duty 2s/pack	15	pack	130.00		
50.	Battery AAA Max Alkaline Heavy Duty 2s/pack	10	pack	110.00		
51.	Bulb LED Daylight Min. 11watts	10	piece	160.00		
52.	Fluorescent Tube Big Slim	10	piece	100.00		
53.	Fluorescent Tube small Slim	10	piece			



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				80.00		
54.	Specialty Paper 200gsm Long for Property Card and Stock Card	30	pack	30.00		
55.	Laminating Film, A4	20	piece	12.00		
56.	Laminating Film, Legal	20	piece	15.00		
57.	Photopaper, Glossy A4 with 20 sheets per pack	10	pack	81.00		
58.	PHILIPPINE NATIONAL FLAG, 100% polyester	6	piece	284.84		
59.	Licealis 10ml U	10	pcs	15.00		
60.	Air Freshener automatic Spray	3	can	500.00		
61.	Air Freshener Refill for Glade automatic Spray	10	can	250.00		
62.	Butter Coconut Biscuit 90g	100	pack	19.50		
63.	Mineral Water 375ml	192	bottle	7.25		
64.	Biscuits	30	pack	35.00		
65.	Paper cups 6oz, 50pcs/pack	40	pack	65.00		
66.	Stirrer 100pcs per pack	16	pack	20.00		
67.	Tissue Pullnaps 2ply	14	pack	25.00		
68.	Rust Remover industrial (not quickly dry)	5	piece	350.00		
69.	Stain Remover, Wipeout	6	can	110.00		
70.	Varnish Natural	10	bottle	65.00		
71.	Tile Red	3	gal	580.00		
72.	Paint Brush #2	2	piece	40.00		
73.	Paint Brush #3	2	piece	90.00		
74.	Paint Brush #4	2	piece	100.00		
75.	Roller Brush #8	6	piece	90.00		
76.	Roller Brush/ BabyRoller	3	piece	90.00		



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77.	Roller Brush #9	3	piece	90.00		
78.	Steel Brush with Handle	3	piece	70.00		
79.	3-drawer white steel cabinet	1	unit	9,500.00		
	*** Nothing Follows***					
<b>Total Offered Quotation</b>		In Words:				
		In Figures:				

\_\_\_\_\_  
Signature of Printed Name and Date

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Mobile Numbers

\_\_\_\_\_  
Email Addresses



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