



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.: **MAR24-35**

Company/Business Name:¹ _____

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 Office Supplies and Equipment for the 1st 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

¹ 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.

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



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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.
- (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 Office Supplies and Equipment for the 1 st 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.	ALCOHOL, Ethyl, 500 mL	5	bottle		
2.	ALCOHOL, Ethyl, 1 Gallon	4	gallon		
3.	SIGN PEN, Extra Fine Tip, Black	19	piece		
4.	SIGN PEN, Fine Tip, Black	40	piece		
5.	SIGN PEN, Medium Tip, Black	13	piece		
6.	SIGN PEN, Extra Fine Tip, Blue	20	piece		
7.	SIGN PEN, Fine Tip, Blue	35	piece		
8.	SIGN PEN, Medium Tip, Blue	20	piece		
9.	SIGN PEN, Medium Tip, Red	5	piece		
10.	BATTERY, dry cell, size AA	19	pack		
11.	BATTERY, dry cell, size AAA	13	pack		
12.	AIR FRESHENER	8	can		
13.	BROOM (Walis Tambo)	1	piece		
14.	CLEANER, Toilet Bowl and Urinal	5	bottle		
15.	CLEANSER, Scouring Powder	2	can		
16.	DETERGENT BAR	10	bar		



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17.	DETERGENT POWDER, all purpose	8	pouch		
18.	DISINFECTANT SPRAY	2	can		
19.	Envelope, Brown A4	10	piece		
20.	Envelope, Brown Long	52	piece		
21.	Envelope, Brown short	39	piece		
22.	Envelope, Expanded, Long, Assorted colors	25	piece		
23.	Folder Expandable, Long	10	piece		
24.	Folder White, A4	20	piece		
25.	Folder White, Legal	99	piece		
26.	Folder White, Short	10	piece		
27.	Glass Cleaner Liquid Spray 500ml	1	bottle		
28.	Glue White (min. 130gms)	1	bottle		
29.	Glue White (min. 240gms)	1	bottle		
30.	Highlighter Branded	14	PIECE		
31.	Ink for Brother Printer, Black	1	bottle		
32.	Ink for Brother Printer, Cyan	2	bottle		
33.	Ink for Brother Printer, Magenta	2	bottle		
34.	Ink for Brother Printer, Yellow	2	bottle		
35.	Ink Original Epson L1800 (T673) Black	2	bottle		
36.	Ink Original Epson L1800 (T673) Cyan	3	bottle		
37.	Ink Original Epson L1800 (T673) Light Cyan	2	bottle		
38.	Ink Original Epson L1800 (T673) Light Magenta	2	bottle		
39.	Ink Original Epson L1800 (T673) Magenta	2	bottle		



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40.	Ink Original Epson L1800 (T673) Yellow	2	bottle		
41.	Ink Original Epson, 001 Black	5	bottle		
42.	Ink Original Epson, 001 Cyan	6	bottle		
43.	Ink Original Epson, 001 Magenta	6	bottle		
44.	Ink Original Epson, 001 Yellow	6	bottle		
45.	Ink Original Epson, 003 Black	53	bottle		
46.	Ink Original Epson, 003 Cyan	25	bottle		
47.	Ink Original Epson, 003 Magenta	27	bottle		
48.	Ink Original Epson, 003 Yellow	27	bottle		
49.	Bulb LED min. 15 watt	2	piece		
50.	Bulb LED min. 9 watt	2	piece		
51.	Liquid Hand Soap, Foaming min.225ml, antibacterial	2	bottle		
52.	Medal DepED Large (Gold, Silver, Bronze)	9	piece		
53.	Mouse, Optical wireless, Branded with battery	3	piece		
54.	Paint Brush #4	1	piece		
55.	Paper Fastener Coated (Plastic)	1	box		
56.	Pencil LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	4	tube		
57.	Pencil No. 2	17	piece		
58.	PENCIL, mechanical, for 0.5mm lead	4	piece		
59.	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	11	piece		
60.	Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	10	piece		
61.	Permanent marker/Pentil Pen, Refillable, Fine Tip, Blue	4	piece		
62.	Photopaper (Double-sided), A4, 20pcs/pack	16	pack		



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63.	Photopaper Glossy 270gsm RC A4 20 sheets Inkjet	2	pack		
64.	Photopaper, A4, 20pcs/pack	7	pack		
65.	Plastic Envelope, Expandable with handle, Long size	4	piece		
66.	Sign pen 0.5, Green	14	piece		
67.	Sign pen 0.5, Blue	50	piece		
68.	Sign pen 0.5, Black	31	piece		
69.	Specialty Paper, Ivory/Light Yellow, 90GSM, LONG, 500sheets/Box	1	ream		
70.	Specialty Paper, 90gsm, A4	2	packs		
71.	Specialty Paper, 90gsm, Long	3	packs		
72.	Specialty Paper, 200gsm, A4	8	packs		
73.	Specialty Paper, 200gsm, Long	12	packs		
74.	Sponge	1	piece		
75.	Staple wire #10	1	box		
76.	Sticker Paper Mat A4 20's/pack	5	pack		
77.	Sticker Paper Glossy A4 20's/pack	12	pack		
78.	Sticky Notes 3"x3"	18	pack		
79.	Tape Binding/Cloth/Duct 3" x 25meters	4	roll		
80.	Tape Double sided, 1"	3	roll		
81.	Tape Double sided, 2"	1	roll		
82.	Tape Masking 1"	1	roll		
83.	Tape Transparent/Scotch Tape/Plastic Tape, 1 "	9	roll		
84.	Tape Transparent/Scotch Tape/Plastic Tape, 2 "	5	roll		



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85.	Tape Transparent/Scotch Tape/Plastic Tape, 3 "	2	roll		
86.	Tissue JRT, Big Roll, 2ply min. of 200m/roll	48	piece		
87.	Toilet Bowl Cleaner	7	piece		
88.	Toilet Deodorizer, 100g	7	piece		
89.	Trash Bag, Black Small 18" x 20", 10pcs/pack	5	pack		
90.	Trash Bag, Black Medium 22" x 24", 10pcs/pack	16	pack		
91.	Trash Bag, Black Large 26" x 32", 10pcs/pack	5	pack		
92.	USB Flash Drive 3.0, 32GB	4	piece		
93.	PAPER, Multi-Purpose, A4, 70 gsm	18	reams		
94.	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	1	book		
95.	RECORD BOOK, 500 PAGES, size: 214mm x278mm min	2	book		
96.	Ballpen 0.3mm Tip Ball Pen Ball Pens Fine Point Pen 12 pcs (Black)	1	set		
97.	Floor Marking Tape	1	piece		
98.	GLOSSY PHOTO PAPER A4 SIZE PACKS (20 sheets per pack)- 235GSM	3	piece		
99.	Expanded Envelope long blue	33	pcs		
100.	Cabinet 3 -layer Drawer Plastic Material	4	piece		
101.	Folder with Clip (legal)	3	piece		
102.	Expanded Envelope long yellow	16	piece		
103.	data file box (with cover PVC type)	1	pcs		
104.	HDMI Cord	2	piece		
105.	Laminating Film, long	1	ream		
106.	Paper Towel	3	roll		



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107.	Powdered soap	1	pack		
108.	Record Book 150 pages	2	book		
109.	Specialty Paper, Legal Size	1	pack		
	Nothing Follows				

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 Office Supplies and Equipment for the 1 st Quarter of FY 2024						
Total Approved Budget for the Contract (ABC): Php 115,489.44						
	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.	ALCOHOL, Ethyl, 500 mL	5	bottle	50.96		
2.	ALCOHOL, Ethyl, 1 Gallon	4	gallon	50.96		
3.	SIGN PEN, Extra Fine Tip, Black	19	piece	26.00		
4.	SIGN PEN, Fine Tip, Black	40	piece	44.72		
5.	SIGN PEN, Medium Tip, Black	13	piece	57.20		



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6.	SIGN PEN, Extra Fine Tip, Blue	20	piece	26.00		
7.	SIGN PEN, Fine Tip, Blue	35	piece	44.72		
8.	SIGN PEN, Medium Tip, Blue	20	piece	57.20		
9.	SIGN PEN, Medium Tip, Red	5	piece	57.20		
10.	BATTERY, dry cell, size AA	19	pack	21.84		
11.	BATTERY, dry cell, size AAA	13	pack	19.76		
12.	AIR FRESHENER	8	can	87.36		
13.	BROOM (Walis Tambo)	1	piece	127.92		
14.	CLEANER, Toilet Bowl and Urinal	5	bottle	44.72		
15.	CLEANSER, Scouring Powder	2	can	36.00		
16.	DETERGENT BAR	10	bar	9.36		
17.	DETERGENT POWDER, all purpose	8	pouch	88.40		
18.	DISINFECTANT SPRAY	2	can	150.80		
19.	Envelope, Brown A4	10	piece	3.58		
20.	Envelope, Brown Long	52	piece	3.58		
21.	Envelope, Brown short	39	piece	3.30		
22.	Envelope, Expanded, Long, Assorted colors	25	piece	14.30		
23.	Folder Expandable, Long	10	piece	22.00		
24.	Folder White, A4	20	piece	4.95		
25.	Folder White, Legal	99	piece	6.05		
26.	Folder White, Short	10	piece	4.40		
27.	Glass Cleaner Liquid Spray 500ml	1	bottle	187.00		
28.	Glue White (min. 130gms)	1	bottle	60.50		
29.	Glue White (min. 240gms)	1	bottle	126.50		
30.	Highlighter Branded	14	PIECE	33.00		
31.	Ink for Brother Printer, Black	1	bottle	445.50		
32.	Ink for Brother Printer, Cyan	2	bottle	445.50		
33.	Ink for Brother Printer, Magenta	2	bottle	445.50		
34.	Ink for Brother Printer, Yellow	2	bottle	445.50		
35.	Ink Original Epson L1800 (T673) Black	2	bottle	610.50		
36.	Ink Original Epson L1800 (T673) Cyan	3	bottle	588.50		



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37.	Ink Original Epson L1800 (T673) Light Cyan	2	bottle	588.50		
38.	Ink Original Epson L1800 (T673) Light Magenta	2	bottle	588.50		
39.	Ink Original Epson L1800 (T673) Magenta	2	bottle	588.50		
40.	Ink Original Epson L1800 (T673) Yellow	2	bottle	588.50		
41.	Ink Original Epson, 001 Black	5	bottle	544.50		
42.	Ink Original Epson, 001 Cyan	6	bottle	357.50		
43.	Ink Original Epson, 001 Magenta	6	bottle	357.50		
44.	Ink Original Epson, 001 Yellow	6	bottle	357.50		
45.	Ink Original Epson, 003 Black	53	bottle	330.00		
46.	Ink Original Epson, 003 Cyan	25	bottle	330.00		
47.	Ink Original Epson, 003 Magenta	27	bottle	330.00		
48.	Ink Original Epson, 003 Yellow	27	bottle	330.00		
49.	Bulb LED min. 15 watt	2	piece	302.50		
50.	Bulb LED min. 9 watt	2	piece	176.00		
51.	Liquid Hand Soap, Foaming min.225ml, antibacterial	2	bottle	144.10		
52.	Medal DepED Large (Gold, Silver, Bronze)	9	piece	88.00		
53.	Mouse, Optical wireless, Branded with battery	3	piece	440.00		
54.	Paint Brush #4	1	piece	110.00		
55.	Paper Fastener Coated (Plastic)	1	box	55.00		
56.	Pencil LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	4	tube	27.50		
57.	Pencil No. 2	17	piece	7.70		
58.	PENCIL, mechanical, for 0.5mm lead	4	piece	44.00		
59.	Permanent marker/Pentil Pen, Refillable, Broad Tip, Black	11	piece	60.50		
60.	Permanent marker/Pentil Pen, Refillable, Fine Tip, Black	10	piece	60.50		
61.	Permanent marker/Pentil Pen, Refillable, Fine Tip, Blue	4	piece	60.50		
62.	Photopaper (Double-sided), A4, 20pcs/pack	16	pack	101.20		
63.	Photopaper Glossy 270gsm RC A4 20 sheets Inkjet	2	pack	275.00		
64.	Photopaper, A4, 20pcs/pack	7	pack	71.50		
65.	Plastic Envelope, Expandable with handle, Long size	4	piece	88.00		
66.	Sign pen 0.5, Green	14	piece	31.90		
67.	Sign pen 0.5, Blue	50	piece	31.90		
68.	Sign pen 0.5, Black	31	piece	31.90		
69.	Specialty Paper, Ivory/Light Yellow, 90GSM, LONG, 500sheets/Box	1	ream	1,155.00		



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70.	Specialty Paper, 90gsm, A4	2	packs	27.50		
71.	Specialty Paper, 90gsm, Long	3	packs	30.80		
72.	Specialty Paper, 200gsm, A4	8	packs	33.00		
73.	Specialty Paper, 200gsm, Long	12	packs	35.20		
74.	Sponge	1	piece	16.50		
75.	Staple wire #10	1	box	11.00		
76.	Sticker Paper Mat A4 20's/pack	5	pack	33.00		
77.	Sticker Paper Glossy A4 20's/pack	12	pack	55.00		
78.	Sticky Notes 3"x3"	18	pack	38.50		
79.	Tape Binding/Cloth/Duct 3" x 25meters	4	roll	264.00		
80.	Tape Double sided, 1"	3	roll	28.60		
81.	Tape Double sided, 2"	1	roll	60.50		
82.	Tape Masking 1"	1	roll	44.00		
83.	Tape Transparent/Scotch Tape/Plastic Tape, 1 "	9	roll	19.80		
84.	Tape Transparent/Scotch Tape/Plastic Tape, 2 "	5	roll	28.60		
85.	Tape Transparent/Scotch Tape/Plastic Tape, 3 "	2	roll	71.50		
86.	Tissue JRT, Big Roll, 2ply min. of 200m/roll	48	piece	121.00		
87.	Toilet Bowl Cleaner	7	piece	66.00		
88.	Toilet Deodorizer, 100g	7	piece	66.00		
89.	Trash Bag, Black Small 18" x 20", 10pcs/pack	5	pack	33.00		
90.	Trash Bag, Black Medium 22" x 24", 10pcs/pack	16	pack	55.00		
91.	Trash Bag, Black Large 26" x 32", 10pcs/pack	5	pack	77.00		
92.	USB Flash Drive 3.0, 32GB	4	piece	440.00		
93.	PAPER, Multi-Purpose, A4, 70 gsm	18	reams	108.09		
94.	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	1	book	77.79		
95.	RECORD BOOK, 500 PAGES, size: 214mm x278mm min	2	book	112.11		
96.	Ballpen 0.3mm Tip Ball Pen Ball Pens Fine Point Pen 12 pcs (Black)	1	set	792.00		
97.	Floor Marking Tape	1	piece	220.00		
98.	GLOSSY PHOTO PAPER A4 SIZE PACKS (20 sheets per pack)-235GSM	3	piece	302.50		
99.	Exapnded Envelope long blue	33	pcs	15.40		



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100.	Cabinet 3 -layer Drawer Plastic Material	4	piece	1,320.00		
101.	Folder with Clip (legal)	3	piece	110.00		
102.	Expanded Envelope long yellow	16	piece	15.40		
103.	data file box (with cover PVC type)	1	pcs	550.00		
104.	HDMI Cord	2	piece	220.00		
105.	Laminating Film, long	1	ream	825.00		
106.	Paper Towel	3	roll	71.50		
107.	Powdered soap	1	pack	77.00		
108.	Record Book 150 pages	2	book	77.00		
109.	Specialty Paper, Legal Size	1	pack	93.50		
	*** Nothing Follows***					
Total Offered Quotation		In Words:				
		In Figures:				

Signature of Printed Name and Date

Position/Designation

Office Telephone/Mobile Numbers

Email Addresses



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



#PadayonAsensoOzamiz