



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 Entity:</b> | DepED, Division of Ozamiz City       | <b>RFQ No.:</b> |                 |
| <b>Office/End-User:</b>  | SINUSA INTEGRATED SCHOOL -Elementary | <b>PR No.</b>   | 2024-02-00      |
| <b>Purpose:</b>          | School, IMs and Office Supplies      | <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,  
  
**GUINE M. MINTALAR**  
 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     | Sign pen,black, liquid or gel                 | 26.00    |                |            |             |
| 2               | 10  | pack   | Battery, dry cell, size AA                    | 21.84    |                |            |             |
| 3               | 10  | pc     | Broom (Walis Tambo)                           | 127.92   |                |            |             |
| 4               | 9   | bottle | Cleaner, Toiletbowl and Urinal, 900 mL-1000mL | 44.72    |                |            |             |
| 5               | 10  | bar    | Detergent Bar                                 | 9.36     |                |            |             |
| 6               | 10  | can    | Disinfectant Spray                            | 150.80   |                |            |             |
| 7               | 10  | pc     | Dust pan, rigid non-breakable plastic         | 46.80    |                |            |             |
| 8               | 22  | can    | floorwax, paste type, red , 2 kg              | 135.20   |                |            |             |
| 9               | 10  | bottle | handsoap, liquid                              | 42.95    |                |            |             |
| 10              | 10  | pc     | mop handle, heavy duty                        | 134.16   |                |            |             |
| 11              | 10  | pc     | mop head, made of rayon                       | 114.04   |                |            |             |
| 12              | 10  | kilo   | rags  | 57.20    |                |            |             |
| 13              | 3   | pc     | Philippine National Flag                      | 284.84   |                |            |             |
| 14              | 1   | Unit   | External Hard Drive                           | 3,018.08 |                |            |             |
| continue page 2 |     |        |   |          |                |            |             |

| Item No.          | QTY | Unit   | Items and Description  | ABC              | Bidder's Brand | Unit Price | Total Price |
|-------------------|-----|--------|--|------------------|----------------|------------|-------------|
| 15                | 34  | roll   | tape, transparent, 48mm  | 23.92            |                |            |             |
| 16                | 1   | Unit   | Binding and Punching Machine                                     | 10,104.64        |                |            |             |
| 17                | 1   | Unit   | Calculator, Compact  | 287.04           |                |            |             |
| 18                | 11  | box    | Fastener   | 40.00            |                |            |             |
| 19                | 15  | box    | Paper clip, vinyl/plastic coated, 33mm                           | 9.36             |                |            |             |
| 20                | 40  | pack   | Cartolina, assorted colors                                       | 90.48            |                |            |             |
| 21                | 40  | ream   | Paper, multicopy A4  | 179.92           |                |            |             |
| 22                | 20  | ream   | Paper, multipurpose legal  | 211.12           |                |            |             |
| 23                | 9   | pack   | toilet tissue paper, 2 ply                                       | 100.88           |                |            |             |
| 24                | 10  | cart   | Ink Cartridge, EPSON C13T664100(T6441), Black                    | 231.90           |                |            |             |
| 25                | 10  | cart   | Ink Cartridge, EPSON C13T664200(T6442), Cyan                     | 242.20           |                |            |             |
| 26                | 10  | cart   | Ink Cartridge, EPSON C13T664300(T6443), Magenta                  | 242.20           |                |            |             |
| 27                | 10  | cart   | Ink Cartridge, EPSON C13T664400(T6444), Yellow                   | 242.20           |                |            |             |
| 28                | 20  | piece  | Ballpen black  | 7.70             |                |            |             |
| 29                | 9   | pc     | Brush with long handle for toilet floor                          | 297.00           |                |            |             |
| 30                | 6   | pc     | Load card (300)  | 335.50           |                |            |             |
| 31                | 10  | pack   | clearbook, 40 pockets, legal size                                | 154.00           |                |            |             |
| 32                | 10  | pc     | highlighter branded  | 33.00            |                |            |             |
| 33                | 9   | bottle | liquid bleach, 1000ml  | 44.00            |                |            |             |
| 34                | 1   | bar    | Long Arm Stapler   | 418.00           |                |            |             |
| 35                | 1   | can    | Magnetic cellophane  | 550.00           |                |            |             |
| 36                | 60  | pc     | Medal Academic (Gold, Silver, Bronze)                            | 38.50            |                |            |             |
| 37                | 20  | can    | Medal DepEd Large (Gold, Silver, Bronze)                         | 88.00            |                |            |             |
| 38                | 1   | bottle | PVC ID Card maker  | 1,540.00         |                |            |             |
| 39                | 3   | pc     | PVC Plastic Cover Transparent, 200 micros, Long 100s/box         | 638.00           |                |            |             |
| 40                | 3   | pc     | Specialty Paper, Ivory/Light Yellow, 90gsm, Long, 500 sheets/box | 1,155.00         |                |            |             |
| 41                | 10  | kilo   | Tape Transparent/Scotch tape/Plastic Tape, 3"                    | 71.50            |                |            |             |
| 42                | 3   | pc     | Fork   | 165.00           |                |            |             |
| 43                | 3   | Unit   | spoon  | 165.00           |                |            |             |
| *nothing follows* |     |        |  |                  |                |            |             |
| <b>TOTAL</b>      |     |        |  | <b>72,665.66</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)

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)

Signature Over Printed Name / Date



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**



IBJT Compound, Carangan, Ozamiz City  
Telephone (088) 545-0988 Fax No. (088) 545-0990  
Website: [www.depedozamiz.net](http://www.depedozamiz.net) / Email: [deped1miz@gmail.com](mailto:deped1miz@gmail.com)

---

School: **Sinusa Elementary School**

For item Specifications:

| item                         | description |
|------------------------------|-------------|
| Binding and punching machine | long        |
| Load card                    | smart       |