



REQUEST FOR QUOTATION

Procuring Entity:	DepED, Division of Ozamiz City	RFQ No.:	
Office/End-User:	LABINAY ELEMENTARY SCHOOL	PR No.:	2024-02-00
Purpose:	Office Supplies Expenses	Date:	02-____-2024

TERMS and CONDITIONS:

- All entries must be typewritten or neatly 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 in 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,

JESSIE M. TEMPLANZA
 SAC, Carangan

Company Name:		Phileps Registration No.:					
Address:							
Telephone No./ Fax No.:							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	1	gallon	Alcohol ethyl, 1 gallon	451.36			
2	16	box	Clearbook, legal size	38.48			
3	5	pack	Battery, dry cell, size AA	21.84			
4	10	piece	Brooms (walks tambo)	127.92			
5	9	piece	Dust pan	46.80			
6	9	bottle	Hand Soap Liquid	42.95			
7	2	piece	Philippine National Flag	284.84			
8	20	piece	Monoblock Chair, beige	375.44			
9	9	roll	Tape, transparent 24 mm	11.44			
10	9	roll	Tape, transparent 48 mm	23.92			
11	8	Unit	Calculator, compact	287.04			
12	7	piece	Eraser, felt for blackboard/whiteboard	12.33			
13	2	pack	Folder, L-type legal	238.57			
14	10	piece	Marker, whiteboard black	10.40			
15	9	box	Paper Clip, vinyl/plastic coated jumbo, 50mm	23.92			
16	2	piece	Pencil, lead/graphite, with eraser	41.60			
17	10	pack	Colorfins, assorted colors	90.48			
18	30	ream	Paper, Multipurpose A4	183.28			
19	3	ream	Paper, Multipurpose legal	185.12			
20	10	can	Insecticide	257.92			
21	16	piece	Ballpen black	7.70			
22	9	piece	Ballpen red	7.70			
23	28	piece	Load Card (100)	115.50			
24	50	piece	Certificate holder, plastic short	44.00			
25	3	box	Chalk, colored min. 100 pcs/box	258.50			

continue page 2

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
26	3	box	Chalk, white min. 100 pcs/box	176.10			
27	8	pack	Construction Paper (long)	220.00			
28	9	piece	Correction Tape refillable, round type	77.00			
29	200	piece	Brown Envelope, long	3.58			
30	108	piece	Floorwax (box/pack)	22.00			
31	40	piece	Glue Stick (small diameter)	5.50			
32	9	bottle	Glue white (min. 240 gms)	128.50			
33	4	bottle	Ink Original Epson, 003 black	330.00			
34	4	bottle	Ink Original Epson, 003 cyan	330.00			
35	4	bottle	Ink Original Epson, 003 magenta	330.00			
36	4	bottle	Ink Original Epson, 003 Yellow	330.00			
37	400	pc	Laminating Film 125 micro Long	8.90			
38	10	bottle	Liquid bleach, 1000 ml	44.00			
39	60	piece	Medal DepEd medium (gold, silver, bronze)	71.50			
40	1	piece	Paint brush #1	38.50			
41	1	piece	Paint brush #2	44.00			
42	2	piece	Paint brush #3	98.00			
43	2	piece	Paint brush #4	110.00			
44	5	piece	Paint Roller brush #8	99.00			
45	5	gallon	Paint Enamel	728.00			
46	5	gallon	Paint latex	638.00			
47	2	piece	Paint Tray	110.00			
48	8	piece	Permanent marker/penit pen, refillable, broad tip black	80.50			
49	16	piece	Permanent marker/penit pen, refillable, fine tip black	80.50			
50	9	bottle	Permanent/penit Ink Refil, black	110.00			
51	5	pack	Photopaper (double-sided) A4, 20 pcs/pack	101.20			
52	1	unit	Printer Eco tank all-in-one Ink tank (print scan,copy),no wifi	10,450.00			
53	9	piece	Scissor, big heavy duty	132.00			
54	3	piece	Sign Pen 0.5, green	31.90			
55	9	piece	sign Pen 0.5, black	31.90			
56	1	unit	Speaker, bluetooth, portable with microphone	7,700.00			
57	20	packs	Specialty paper, 90 gsm, A4	27.50			
58	20	packs	specialty paper, 200 gsm, short	30.80			
59	2	piece	USB Flash Drive 3.0, 16 GB	363.00			
60	7	piece	Wall Clock, Analog, small	330.00			
61	10	piece	Whiteboard Pen, Refillable	55.00			
62	5	bottle	Whiteboard Ink, Refil	110.00			
63	14	box	Thumbtacks	16.50			
64	21	packs	Worx short	55.00			
65	14	packs	Worx A4	88.00			
			nothing follows				
			TOTAL	90,139.22			

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