



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

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REQUEST FOR QUOTATION


Procuring Entity:	DepED, Division of Ozamiz City	RFQ No.:	
Office/End-User:	LABINAY NATIONAL HIGH SCHOOL - JHS	PR No.:	2024-02-00
Purpose:	Common Used Office Supplies	Date:	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 1/30 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 A. HORCULADA
BAC CHAIRMAN

Company Name:	
Address:	
Telephone No./ Fax No.	Philgeps Registration No.:

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	10	pc	Sign Pen, Extra Fine Tip, Black	26.00			
2	21	pack	Battery, dry cell, size AA	21.84			
3	5	pack	Battery, dry cell, size AAA	19.76			
4	3	can	Floorwax, paste type, red	135.20			
5	5	roll	Acetate	1,048.32			
6	21	box	Stapler wire, standard	23.76			
7	21	roll	Tape, masking 48mm	121.16			
8	21	roll	Tape, packaging, 48mm	30.16			
9	21	roll	Tape, Transparent, 48mm	23.92			
10	21	pc	Correction Tape	11.53			
11	10	pc	Data File Box	77.20			
12	10	box	Paper Clip, vinyl/plastic coated, jumbo, 50mm	23.92			
13	5	Unit	Binding Ring/Comb, plastic, 32mm	274.23			
14	5	box	Rubber band no. 18	165.36			
15	5	pc	Stapler, standard type	145.60			
16	5	pc	Stapler remover, plier type	47.84			

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Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
17	1	pack	Cartolina, assorted colors	90.48	1		
18	15	ream	Paper, Multicopy A4	179.92	15		
19	5	ream	Paper, Multicopy Legal	211.12	5		
20	5	box	Paper Parchment	189.28	5		
21	4	units	Calculator 12 digits 2 way power w/ decimal selector, desktop type branded	770.00	4		
22	180	pc	Certificate Holder, Plastic A4	46.20	180		
23	150	meter	Cloth Silk	176.00	150		
24	10	pack	Construction Paper, long	220.00	10		
25	144	pc	Floor wax(box/pack)	22.00	144		
26	80	pc	Folder, Colored long	11.00	80		
27	3	pair	Grass scissors	330.00	pair		
28	21	pc	Highlighter Branded	33.00	pc		
29	13	bottle	Ink Original Epson, 003 Black	330.00	bottle		
30	1	Unit	Kitchen Rack/shelves	1,500.00	Unit		
31	1	pc	Laptop charger, Universal	1,000.00	pc		
32	8	pc	Bulb LED min. 5 watt	302.50	pc		
33	150	pc	Medal DepEd large (Gold, Silver, Bronze)	88.00	pc		
34	3	pc	Mouse, Optical wireless, Branded with Battery	440.00	pc		
35	10	box	Paper Fastener Coated, Plastic	55.00	box		
36	36	pc	Pencil no. 2	7.70	pc		
37	10	pc	Permanent marker/Pencil pen, Refillable, Broad Tip, Black	60.50	pc		
38	10	pack	Photopaper, A4, 20pcs/pack	71.50	pack		
39	10	pack	Pins,push type,plastic head	27.50	pack		
40	10	pad	Pins(polpok)	12.10	pad		
41	1	roll	Plastic cellophane cover thick	1,320.00	roll		
42	10	pc	Sign pen 0.5, green	31.90	pc		
43	10	pc	Sign pen 0.5, blue	31.90	pc		
44	25	pc	Sign pen 0.5, black	31.90	pc		
45	20	pack	Specialty paper, 200gsm, A4	33.00	pack		
46	10	pack	Sticky Notes 3"x3"	38.50	pack		
47	10	roll	Tape Double Sided, 2"	60.50	roll		
48	10	box	Thumbstacks	13.20	box		
49	10	pc	Whiteboard pen, Refillable	55.00	pc		
50	10	pack	Balloon	110.00	pack		
51	36	pc	Flower pot, big	44.00	pc		
			nothing follows				
TOTAL				99,625.10			

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)

Printed Name over signature _____

Name of Store/Tel/Cel No _____

Date: _____