



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

REQUEST FOR QUOTATION

Date: 7-Mar-24

RFQ No: _____

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 for the 1st Qtr. Of FY 2024 through 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 Before** **2024 at 1:30 PM** addressed to:


CHARITY J. VILAN
 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 and Certified True Copy
BIR Certificate of Registration	Updated, Clear Copy and Certified True Copy
DTI Registration/SEC Registration	Latest/Updated, Clear Copy and Certified True Copy
Notarize Omnibus Sworn Statement	For ABCs Above 50,000 Small Value Procurement as Mode of Procurement Only
Income/Business Tax Return	For ABCs Above 500,000 Small Value Procurement as Mode of Procurement Only, Latest/Updated, Clear Copy and Certified True 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. 09101668553 or email address at charity.vilan@deped.gov.ph.


CHARITY J. VILAN
 BAC 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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Procurement Activity: School/Office Supplies for the 1st Qtr. Of FY 2024 (Pulot ES)

Total Approved Budget for the Contract : PHP 74,651.45

Items	Quantity	ABC Per Item/ unit	Offered Price per item/unit	Total Offered Price per item
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Note: Non-Compliance with the minimum required specifications shall be rejected.

ALCOHOL, Ethyl, 500 ml	23	50.96		
BROOM (Walis Tambo)	23	127.92		
FLOOR WAX, paste type, red	42	135.20		
HAND SOAP, liquid	23	42.95		
PHILIPPINE NATIONAL FLAG	1	284.84		
GLUE, all-purpose	21	70.72		
TAPE, transparent, 48 mm	40	23.92		
PAPER, MULTICOPY A4	105	179.92		
Dishwashing Liquid, min.250ml	10	49.50		
WHITE FOLDER, Legal	210	6.05		
Ink Original for EPSON, (T6641), Black	1	231.90		
Ink Original for EPSON, (T6642), Cyan	2	242.20		
Ink Original for EPSON, (T6643), Magenta	2	242.20		
Ink Original for EPSON, (T6644), Yellow	2	242.20		
Ink Original for EPSON, 003 Black	20	330.00		
Ink Original for EPSON, 003 Cyan	20	330.00		
Ink Original for EPSON, 003 Magenta	20	330.00		
Ink Original for EPSON, 003 Yellow	20	330.00		
Ink for BROTHER Printer, Black	6	445.50		
Ink for BROTHER Printer, Cyan	4	445.50		
Ink for BROTHER Printer, Magenta	4	445.50		
Ink for BROTHER Printer, Yellow	4	445.50		
Zonrox	23	60.00		

Load Card (100)	26	115.50		
	In Words: Seventy Four Thousand Six			
	Hundred Fifty One Pesos & 45/100 Only			
	In Figures: P 74,651.45			

Signature over Printed Name and Date

Position/Designation

Office Telephone/Mobile Numbers

Email Address(es)



Address: IBJT Compound, Carangan, Ozamiz City
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