



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.ozamiz.deped.gov.ph/ Email: ozamiz.city@deped.gov.ph

REQUEST FOR QUOTATION

Procuring Office/End-Purpose:	DepED, Division of Ozamiz City OSDS Division Office-Office Supplies for the 2nd Quarter of FY 2024	RFQ No.:	MAR24-61
		PR No.	2024-03-61
		Date:	April 16, 2024

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 30 days from the receipt of Purchase Order and delivered goods/services must be in accordance to accepted offer of the bidder.**
- Avoid quoting if stocks are not available within the period stipulated.
- Price Quotation/s shall be inclusive of all taxes, charges or fees.
- Warranty security shall be for a minimum of **three (3) months for expendable supplies and 1 year for non-expendable supplies** from date of acceptance by the end-user.
- Price validity shall be for a period of Forty Five (45) 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.
- Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.
- 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.
- Quotations submitted must be **sealed**.
- Payment shall be made after the delivery/activity and upon the submission of the required document/s such as: Order slip/Billing Statement by the supplier. Our servicing bank: Development Bank of the Philippines shall credit the amount due to the bank account of the supplier/contractor. **Please take note that corresponding bank transfer fees, if any, shall be chargeable to the account of the supplier/contractor.**
- Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.
- The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit/email your quotation duly signed by your representative not later than April 19, 2024 at 12:30 PM.

Very truly yours,

DIONESIO L. LIWAGON, JR., CESE

ASDS/BAC Chair

Company Name:	
Address:	
PhilGEPS Reg. Number	

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
Manner of Awarding: "Per Item Basis"							
1	3	bottle	ALCOHOL, Ethyl, 500 mL	50.96			
2	1	gallon	ALCOHOL, Ethyl, 1 Gallon	50.96			
3	5	piece	SIGN PEN, Extra Fine Tip, Black	26.00			
4	10	piece	SIGN PEN, Fine Tip, Black	44.72			
5	5	piece	SIGN PEN, Medium Tip, Black	57.20			
6	6	piece	SIGN PEN, Extra Fine Tip, Blue	26.00			
7	15	piece	SIGN PEN, Medium Tip, Blue	57.20			
8	5	piece	SIGN PEN, Medium Tip, Red	57.20			

9	4	pack	BATTERY, dry cell, size AA	21.84		
10	1	pack	BATTERY, dry cell, size AAA	19.76		
11	2	can	AIR FRESHENER	87.36		
12	3	bottle	CLEANER, Toilet Bowl and Urinal	44.72		
13	2	can	CLEANSER, Scouring Powder	36.00		
14	1	pouch	DETERGENT POWDER, all purpose	88.40		
15	1	can	FURNITURE CLEANER	226.72		
16	3	bottle	HAND SOAP, liquid	42.95		
17	1	kilo	RAGS	57.20		
18	4	pack/r	TRASHBAG, XXL size	130.00		
19	9	pack/r	TRASHBAG, Large size	59.28		
20	1	pack/r	TRASHBAG, XL size	92.56		
21	1	bottle	INK, for stamp pad	31.20		
22	1	jar	GLUE, all-purpose	70.72		
23	1	box	STAPLE WIRE, heavy duty (binder type), 23/13	22.55		
24	3	box	STAPLE WIRE, standard	23.76		
25	2	roll	TAPE, transparent, 24mm	11.44		
26	1	roll	TAPE, transparent, 48 mm	23.92		
27	1	piece	RULER, flexible, plastic, 450mm	20.80		
28	7	box	CLIP, backfold, 19mm	9.36		
29	7	box	CLIP, backfold, 25mm	15.60		
30	6	box	CLIP, backfold, 32mm	27.04		
31	5	box	CLIP, backfold, 50mm	60.32		
32	1	box	FASTENER	94.64		
33	5	piece	MARKER, Permanent, Black	15.60		
34	1	box	PAPER CLIP, vinly/plastic coated, 33mm	9.36		
35	1	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	23.92		
36	1	pair	SCISSORS, symmetrical/asymmetrical	41.60		
37	28	ream	PAPER, MULTICOPY A4	179.92		
38	23	ream	PAPER, MULTICOPY LEGAL	211.12		
39	21	ream	PAPER, MULTIPURPOSE A4	163.28		
40	2	ream	PAPER, MULTIPURPOSE LEGAL	185.12		
41	3	pack	TISSUE, INTERFOLDED PAPER TOWEL	29.12		
42	5	pack	TOILET TISSUE PAPER, 2 ply	100.88		
43	2	bottle	HAND SANITIZER	87.36		
44	3	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	231.90		
45	3	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	242.20		
46	3	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	242.20		
47	3	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	242.20		
48	2	cart	RIBBON CARTRIDGE, EPSON C13S015632, Black	77.94		
49	23	piece	Ballpen Black	7.70		
50	6	piece	Ballpen, Blue	7.70		
51	5	box	Binding Staple Wire 23/10mm	66.00		
52	1	box	Binding Staple Wire 23/17mm	85.80		
53	3	piece	Certificate Holder, Plastic A4	46.20		
54	6	piece	Clearbook, 60 pockets, Legal Size	198.00		
55	1	piece	Correction Tape Refill (DongA) round type	44.00		

56	2	bottle	Dishwashing Liquid, min. 250ml	49.50			
57	10	piece	Envelope, Expanded, Long, Assorted colors	14.30			
58	22	piece	Folder White, Legal	6.05			
59	1	PIECE	Highlighter Branded	33.00			
60	2	bottle	Ink for Brother Printer, Black	445.50			
61	1	bottle	Ink for Brother Printer, Cyan	445.50			
62	1	bottle	Ink for Brother Printer, Magenta	445.50			
63	1	bottle	Ink for Brother Printer, Yellow	445.50			
64	2	bottle	Ink Original Epson, 001 Black	544.50			
65	2	bottle	Ink Original Epson, 001 Cyan	357.50			
66	2	bottle	Ink Original Epson, 001 Magenta	357.50			
67	2	bottle	Ink Original Epson, 001 Yellow	357.50			
68	13	bottle	Ink Original Epson, 003 Black	330.00			
69	6	bottle	Ink Original Epson, 003 Cyan	330.00			
70	6	bottle	Ink Original Epson, 003 Magenta	330.00			
71	7	bottle	Ink Original Epson, 003 Yellow	330.00			
72	9	piece	Medal DepED Large (Gold, Silver, Bronze)	88.00			
73	2	tube	Pencil LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	27.50			
74	5	piece	Pencil No. 2	7.70			
75	2	piece	PENCIL, mechanical, for 0.5mm lead	44.00			
76	1	pack	Photopaper Glossy 270gsm RC A4 20 sheets Inkjek (KODAK)	275.00			
77	8	piece	Sign pen 0.5, Green	31.90			
78	17	piece	Sign pen 0.5, Blue	31.90			
79	16	piece	Sign pen 0.5, Black	31.90			
80	1	ream	Specialty Paper, Ivory/Light Yellow, 90GSM, LONG, 500sheets/Box	1,155.00			
81	2	pack	Sticky Notes 3"x3"	38.50			
82	4	roll	Tape Transparent/Scotch Tape/Plastic Tape, 1 "	19.80			
83	5	roll	Tape Transparent/Scotch Tape/Plastic Tape, 3 "	71.50			
84	2	piece	Tissue JRT, Big Roll, 2ply min. of 200m/roll	121.00			
85	3	piece	Toilet Bowl Cleaner	66.00			
86	2	piece	Toilet Deodorizer, 100g	66.00			
87	5	pack	Trash Bag, Black Small 18" x 20", 10pcs/pack	33.00			
88	6	pack	Trash Bag, Black Medium 22" x 24", 10pcs/pack	55.00			
89	5	reams	PAPER, Multi-Purpose, A4, 70 gsm	108.09			
90	1	book	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	77.79			
91	16	pcs	Exapnded Envelope long blue	15.40			
92	2	piece	Cabinet 3 -layer Drawer Plastic Material	1,320.00			
93	1	piece	Folder with Clip (legal)	110.00			
94	10	piece	Expanded Envelope long yellow	15.40			
95	4	roll	Paper Towel	71.50			
96	110	piece	Correction Tape	11.53			
97	58	ream	Paper, Multicopy Legal	211.12			
98	5	bottle	T664 Ink Bottle 70ml Cyan	325.00			

99	5	pouch	Detergent Powder, flower scent, all purpose, 1kg	55.00			
100	25	piece	Tissue JRT, Big Roll, 2ply min. of 200m/roll	110.00			
101	5	piece	BROOM, Soft (Walis Tambo), with bamboo handle	136.24			
102	3	piece	Dust pan with long handle	27.64			
103	15	can	FURNITURE CLEANER, Aerosol type, 300mL	125.90			
104	20	piece	Sand paper Champ c1000	15.00			
105	10	can	Insecticide, Odorless (not waterbase), 500ml	139.36			
106	15	bottle	Dishwashing Liquid, min. 250ml	45.00			
107	10	piece	Sponge Steel Wool 4 pcs per pack	15.00			
108	15	piece	Toilet Deodorizer, 100g	60.00			
109	5	bot	Liquid Sosa 500ml	93.75			
110	15	PACK	BATTERY, dry cell, size AA	30.00			
111	15	PACK	BATTERY, dry cell, size AAA	30.00			
112	5	piece	Battery 9V Max Alkaline Heavy Duty	90.00			
113	15	pack	Battery AA Max Alkaline Heavy Duty 2s/pack	130.00			
114	10	pack	Battery AAA Max Alkaline Heavy Duty 2s/pack	110.00			
115	10	pack	Stirrer 100pcs per pack	20.00			
116	3	gal	Tile Red	580.00			
117	2	piece	Paint Brush #2	40.00			
118	2	piece	Paint Brush #3	90.00			
119	2	piece	Paint Brush #4	100.00			
120	3	piece	Steel Brush with Handle	70.00			
121	1	can	Disinfectant Spray	150.80			
122	1	roll	TWINE, plastic	70.72			
			*** Nothing Follows ***				
TOTAL				82,862.99			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.

Note:

DOCUMENTARY REQUIREMENTS:

- * MAYOR'S BUSINESS PERMIT (photocopy only)
- * Certificate of Registration (BIR 2303) (Photocopy only)
- * DTI/SEC Certificate/(photocopy only)
- * Omnibus Sworn Statement (photocopy only) - **Above 50,000.00 and SVP as Alternate Mode of Procurement only**
- * Latest Income Business Return (photocopy only) - **Above 500,000.00 and SVP as Alternate Mode of Procurement only**

Signature Over Printed Name / Date

Contract Number/Email Address