



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



IBJT Compound, Carangan, Ozamiz City
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REQUEST FOR QUOTATION

Procuring Office/End-User:	DepED, Division of Ozamiz City	RFQ No.:	2024 -05 - 0003
Office/End-User:	Gotocan Elementary School	PR No.	2024 -05 - 0003
Purpose:	To purchase school supplies for instructional materials	Date:	May 07, 2024

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 5 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 Date and Time.

Very truly yours,


LOIDA A. TANGGAN
BAC CHAIRMAN

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/Mode of Awarding:							
1	16	piece	SIGN PEN, Extr Fine Tip, Black	27.50			
2	12	can	FLOOR WAX, paste type, red	170.50			

3	12	bottle	HAND SOAP, liquid	93.50			
4	24	roll	TAPE, transparent, 24mm	22.00			
5	1	pack	ENVELOPE, DOCUMENTARY Legal	1,186.33			
6	5	pack	FOLDER white A4	385.00			
7	5	pack	FOLDER white Legal	495.00			
8	6	pack	FOLDER with tab, A	427.86			
9	6	pack	FOLDER with tab, legal	470.18			
10	12	box	PAPER CLIP, vinyl/plastic coated, 33mm	11.00			
11	12	pack	CARTOLINA, assorted colors	99.00			
12	50	ream	PAPER, MULTICOPY A4	214.50			
13	6	pack	TOILET TISSUEPAPER, 2 PLY	154.00			
14	12	cart	INK CARTRIDGE, EPSON (T6641), Blck	341.00			
15	12	cart	INK CARTRIDGE, EPSON (T6642), Cyan	341.00			
16	12	cart	INK CARTRIDGE, EPSON (T6643), Magenta	341.00			
17	12	cart	INK CARTRIDGE, EPSON (T6644), Yellow	341.00			
18	60	piece	GLUE STICK (small diameter)	6.05			
19	12	box	PAPER FASTENER (Coated Plastic)	60.50			
20	12	roll	TAPE transparent/Scotch tape , 2"	31.90			
21	12	pack	STICKER PAPER	44.00			
22	8	piece	LOAD CARDS(500)	605.00			
23	30	piece	INTERNET LOAD CARDS (100)	126.50			
			*** Nothing Follows ***				
TOTAL				55,082.37			

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)
- * (Photocopy only)
- * DTI/SEC Certificate/(photocopy only)
- * Omnibus Sworn Statement (photocopy only) -
Above 50,000.00 and SVP as Alternate Mode
- * Latest Income Business Return (photocopy only) - **Above 500,000.00 and SVP as**

Signature Over Printed Name / Date

Contract Number/Email Address