



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**

<b>Procuring Office/End-User:</b>	<b>PULOT NATIONAL HIGH SCHOOL (SHS)</b>	<b>RFQ No.:</b>	
<b>Purpose:</b>	To purchase Office Supplies for the Month of May, 2024	<b>PR No.</b>	
		<b>Date:</b>	

- TERMS and CONDITIONS:**
- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
  - Delivery period within \_\_\_\_\_ 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 \_\_\_\_\_.

Very truly yours,  
  
**ARGION D. CAPADIGAN**  
BAC Chairman

<b>Company Name:</b>							
<b>Address:</b>							
<b>PhilGEPS Reg. Number</b>							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
<b>Manner/Mode of Awarding:</b>							
1	9	piece	Load Card	115.50			
2	1	unit	Water Dispenser, Hot and Cold, Standing, Branded	8,030.00			
3	2	unit	ELECTRIC FAN, stand type	1,006.72			
4	4	piece	Data File Box /Data Filer with Cover, Chipboard Matera (Single size 5"x11.5"x16)	313.50			
5	20	pack	Oslo Paper, 100GSM, 250sheets	297.00			
6	1	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	10,450.00			
7	1	unit	Television 42", Smart Flat TV Full HD, Branded	27,500.00			
8	1	unit	Steel cabinet 4 drawers, vertical	11,660.00			
9			*** Nothing Follows ***				
10							
<b>TOTAL</b>				<b>67,886.94</b>			

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)

\_\_\_\_\_  
Signature Over Printed Name / Date

\_\_\_\_\_  
Contract Number/Email Address