



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 Office/End-Office:	Guingona Integrated School	RFQ No.:	
Purpose:	To Purchase Supplies for School or Office use for the 3rd Quarter of 2024 from Additional MOOE	PR No.	
		Date:	July 12, 2024

TERMS and CONDITIONS:			
<ol style="list-style-type: none"> All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder. Delivery period within 7 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 June 10, 2024 at 1:00 PM.

Very truly yours,


JOANNE P. TURADO
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	40	ream	PAPER, MULTIPURPOSE A4, 70GSM	195.00			
2	5	ream	PAPER, MULTIPURPOSE LEGAL, 70GSM	225.00			
3	2	gallon	Alcohol, Ethyl, 70%	500.00			
4	4	piece	Puncher	160.00			
5	10	roll	Double-Sided Tape, 2inch	70.00			
6	3	piece	Stapler #35	115.00			
7	8	bottle	CLEANER, Toilet Bowl and Urinal	45.00			
8	8	pouch	DETERGENT POWDER, all purpose	90.00			
9	8	can	DISINFECTANT SPRAY	230.00			

10	8	can	FLOOR WAX, paste type, red	155.00			
11	9	bottle	HAND SOAP, liquid	85.00			
12	5	box	STAPLE WIRE, heavy duty (binder type), 23/13	45.00			
13	45	roll	TAPE, transparent, 48 mm	29.00			
14	8	box	CLIP, backfold, 32mm	32.00			
15	8	piece	DATA FILE BOX	170.00			
16	3	pack	FOLDER with tab, A4	800.00			
17	8	piece	MARKER, Whiteboard, Black, refillable	60.00			
18	8	pack	TOILET TISSUE PAPER, 2 ply	140.00			
19	8	can	INSECTICIDE	400.00			
20	1	gallon	ALCOHOL, Ethyl, 1 Gallon	497.00			
21	9	piece	DUST PAN	75.00			
22	36	pack	Worx, Legal, 90gsm	30.00			
23	5	length	Binder Ring, Plastic/PVC 6mm or 1/4", PVC (for 30 sheets)	8.00			
24	5	length	Binder Ring, Plastic/PVC 6mm or 5/16", PVC (for 30 sheets)	8.00			
25	5	length	Binder Ring, Plastic/PVC 10mm or 3/8", PVC (for 70 sheets)	13.00			
26	5	length	Binder Ring, Plastic/PVC 19mm or 3/4", PVC (for 170 sheets)	27.00			
27	2	box	PVC (PLASTIC COVER CLEAR) A4	700.00			
28	5	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	25.00			
29	1	unit	PRINTER Eco Tank All-in-One Ink Tank	9,900.00			
30	1	unit	Printer, print only	6,000.00			
31	2	unit	Television Set, 43", smart with bracket	13,000.00			
32	1	unit	Laminator	5,000.00			
33	1	piece	Paper Cutter, A4	550.00			
			*** Nothing Follows ***				
TOTAL				78,388.00			

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