



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 Entity:	DepED, Division of Ozamiz City	RFQ No.:	2024-08-0019
Office/End-User:	DIMALUNA INTEGRATED SCHOOL	PR No.	2024-08-0019
Purpose:	Purchase of school/office supplies expenses	Date:	August 06, 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 3-5 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,

RUVELYN TABURADA

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: per item							
1	2	unit	Printer All-in-one (print, scan, photocopy, ADF)	16,000.00			
2	1	box	White board marker, broad, black, 12's	780.00			
3	5	bottle	White board marker, ink refill, black	140.00			
4	80	roll	Transparent tape, 2"	30.00			
5	80	roll	Packaging tape, 2"	30.00			
6	40	roll	Double sided tape, 2"	65.00			
7	50	piece	Cartolina, white	7.50			
8	50	piece	Cartolina, assorted colors	7.50			
9	30	piece	Manila Paper	5.00			
10	100	ream	Bondpaper, 70gsm, A4	195.00			
11	20	ream	Bondpaper, 70gsm, legal	225.00			

12	3	bottle	Epson Ink, 003, black	325.00			
13	3	bottle	Epson Ink, 003, cyan	330.00			
14	3	bottle	Epson Ink, 003, yellow	330.00			
15	3	bottle	Epson Ink, 003, magenta	330.00			
16	6	bottle	Epson Ink, T664, black	325.00			
17	6	bottle	Epson Ink, T664, cyan	330.00			
18	6	bottle	Epson Ink, T664, yellow	330.00			
19	6	bottle	Epson Ink, T664, magenta	330.00			
20	20	piece	Correction Tape	85.00			
21	20	box	Paper clip, small	10.00			
22	20	box	Paper clip, jumbo	25.00			
23	20	box	Staple Wire, #35	38.00			
24	20	piece	Highlighter	24.00			
25	20	box	Fastener, plastic coated	40.00			
26	50	piece	Folder, white, long	7.00			
27	50	piece	Folder, white, short	6.50			
28	25	piece	Folder, brown, long	7.50			
29	50	piece	Folder, colored, long	10.00			
30	200	piece	Envelope, long	1.00			
31	2	piece	Envelope, expanded, long, red	18.00			
32	3	piece	Envelope, expanded, long, blue	18.00			
33	20	piece	Envelope, expanded, long, assorted colors	18.00			
34	1	gallon	Glue	2,750.00			
35	1	piece	Puncher, 2 holes	189.00			
36	20	piece	Permanent marker, broad, black	45.00			
37	5	piece	Permanent marker, ink refill, black	90.00			
38	4	piece	Clear book, long, red	50.00			
39	4	piece	Clear book, long, green	50.00			
40	4	piece	Clear book, long, yellow	50.00			
41	4	piece	Clear book, long, orange	50.00			
42	4	meter	Plastic cover, rubberized	38.00			
43	20	meter	Plastic cover, ordinary	28.00			
44	20	piece	Cutter, big	25.00			
45	100	piece	Stick glue, small	5.00			
46	20	piece	Glue gun, small	295.00			
47	60	pack	Specialty Paper, long, 180 gsm	40.00			
			*** Nothing Follows ***				
TOTAL				99,168.50			

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

