



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</b>	Guingona Integrated School	<b>RFQ No.:</b>	
<b>Office/End-</b>	Guingona Integrated School	<b>PR No.</b>	
<b>Purpose:</b>	To Purchase Supplies for School or Office use for the 3rd Quarter of 2024 from Additional MOOE	<b>Date:</b>	August 8, 2024

**TERMS and CONDITIONS:**

- 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 Aug. 12, 2024 at 8:00 AM.**

Very truly yours,

  
**JOANNE P. TURADO**  
BAC Chair

<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 of Awarding: "Per Item Basis"</b>							
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, vinyl/plastic coated, jumbo, 50mm	25.00			
29	1	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No	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 ***				
<b>TOTAL</b>				<b>78,388.00</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)
- \* 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