



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, Domingo A. Barloa Integrated School	RFQ No.:	FEB25-001
Office/End-User:	Domingo A. Barloa Integrated School	PR No.	2025-01-001
Purpose:	Common Office Supplies for 1st Quarter of FY 2025	Date:	01/30/2025

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 is 10 days from 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 February 4, 2025 at 1:00 P.M.

Very truly yours,


ANA MARGIET B. BARRIENTOS
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
1	16	pail	FLOOR WAX, paste type, red, 900g	309.76			
2	17	box	STAPLE WIRE, standard	23.76			
3	16	roll	TAPE, transparent, 48 mm	22.57			
4	85	ream	PAPER, MULTICOPY A4, 70gsm	213.80			
5	17	bottle	Ink, Epson Genuine, 003 Black	310.00			
6	17	bottle	Ink, Epson Genuine, 003 Cyan	310.00			
7	17	bottle	Ink, Epson Genuine, 003 Magenta	310.00			
8	17	bottle	Ink, Epson Genuine, 003 Yellow	310.00			
9	100	piece	Folder, White, Long	7.00			

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
10	50	piece	Folder, White, A4	8.00			
11	16	roll	Transparent Tape, 48mm, 100m	55.00			
12	32	pack	Specialty Paper, 180gsm, Long	39.00			
13	16	pack	Specialty Paper, 180gsm, Short	35.00			
14	10	piece	Medal 6cm, Gold	60.00			
15	10	piece	Medal 6cm, Silver	60.00			
16	30	piece	Medal 6cm, Bronze	60.00			
17	10	piece	Medal 5cm, Gold	50.00			
18	20	piece	Medal 5cm, Silver	50.00			
19	120	piece	Medal 5cm, Bronze	50.00			
20	20	piece	Cartolina, Asstd. Neon Colors	12.50			
21	100	piece	Certificate Holder, A4	50.00			
22	2	piece	Detergent Bar, Long Bar	40.00			
23	3	pack	Parchment Paper, Acid-Free, A4, 100s/pack	400.00			
24	2	pack	BATTERY AAA, Heavy Duty, 4 pcs/pack	130.00			
25	160	piece	LAMINATING FILM, Legal, 125microns	15.00			
26	3	book	RECORD BOOK, 300 PAGES	91.70			
27	16	box	PLASTIC FASTENER	45.00			
28	15	ream	Construction Paper,short	285.00			
29	16	bottle	Glue, 1000ml	310.00			
			*** Nothing Follows ***				
TOTAL				78,682.30			
<i>After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.</i>							

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