



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.:	2025-01-002
Office/End-User:	HILARION ES	PR No.:	2025-01-002
Purpose:	To Office Supplies Expense for Learning and Instructional Materials	Date:	January 21, 2025

TERMS and CONDITIONS:			
1. All entries must be typewritten or legibly written. Any overwriting, erasures must be initiated by the Bidder.			
2. Delivery period within <u>5days</u> from the receipt of Purchase Order and delivered goods/services must be in accordance to accepted offer of the bidder.			
3. Avoid quoting if stocks are not available within the period stipulated.			
4. Price Quotation/s shall be inclusive of all taxes, charges or fees.			
5. 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.			
6. Price validity shall be for a period of Forty Five (45) calendar days.			
7. Bidders shall submit original brochures showing certifications of the product, if applicable.			
8. Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.			
9. Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.			
10. 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.			
11. Quotations submitted must be sealed .			
12. 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			
13. Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.			
14. 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 **January 24, 2025 @ 8:00 A.M.**

Very truly yours,

MARIANE U. PUELAS

BAC CHAIRMAN

Company Name:							
Address:							
PhilGEPS Reg. Number							
Item	QTY	Unit	Items and Description	ABC	Bidder's	Unit Price	Total
Manner/Mode of Awarding:							
1	2	gallon	ALCOHOL, Ethyl, 1 Gallon	392.80			
2	8	piece	BROOM (Walis Tambo)	137.28			
3	8	bottle	CLEANER, Toilet Bowl and Urinal	45.76			
4	8	piece	DUST PAN	51.48			
5	7	can	FLOOR WAX, paste type, red	340.74			
6	1	bottle	INK, for stamp pad	31.67			
7	1	unit	FIRE EXTINGUISHER, dry chemical	1,258.40			
8	2	piece	PHILIPPINE NATIONAL FLAG	313.32			
9	9	bottle	GLUE, all-purpose	68.35			
10	10	box	STAPLE WIRE, standard	26.14			
11	8	roll	TAPE, packaging, 48 mm	24.60			
12	8	roll	TAPE, transparent, 24mm	19.45			
13	8	roll	TAPE, transparent, 48 mm	24.83			
14	4	box	CLIP, backfold, 19mm	10.30			
15	4	box	CLIP, backfold, 25mm	17.16			
16	4	box	CLIP, backfold, 32mm	36.61			
17	4	box	CLIP, backfold, 50mm	66.35			
18	9	box	PAPER CLIP, vinyl/plastic coated, 33mm	9.70			
19	9	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	21.41			
20	2	box	RUBBER BAND No. 18	148.72			
21	50	ream	PAPER, MULTIPURPOSE A4,70gsm	151.51			
22	45	ream	PAPER, MULTIPURPOSE LEGAL,70gsm	174.80			
23	8	cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	255.09			
24	8	cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	266.42			
25	8	cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	266.42			
26	8	cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	266.42			
27	6	units	Printer With Scanner (A4 only)	12,000.00			
28	40	reams	Multipurpose Bond Paper A4,70gsm	200.00			
29	120	piece	notebooks (ordinary)	16.00			
TOTAL				103,892.59			

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