



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>	DepED, Division of Ozamiz City	<b>RFQ No.:</b>	DEC24-309
<b>Office/End-</b>	SGOD,CID, OSDS	<b>PR No.</b>	2024-12-309
<b>Purpose:</b>	Common Office Supplies for 1st Quarter of FY 2025	<b>Date:</b>	January 14, 2025

<p><b>TERMS and CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.</li> <li><b>Delivery period is 30 days from receipt of Purchase Order and delivered goods/services must be in accordance to accepted offer of the bidder.</b></li> <li>Avoid quoting if stocks are not available within the period stipulated.</li> <li>Price Quotation/s shall be inclusive of all taxes, charges or fees.</li> <li>Warranty security shall be for a minimum of <b>three (3) months for expendable supplies and 1 year for non-expendable supplies</b> from date of acceptance by the end-user.</li> <li>Price validity shall be for a period of Forty Five (45) calendar days.</li> <li>Bidders shall submit original brochures showing certifications of the product, if applicable.</li> <li>Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.</li> <li>Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.</li> <li>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.</li> <li>Quotations submitted must be <b>sealed</b>.</li> <li>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. <b>Please take note that corresponding bank transfer fees, if any, shall be chargeable to the account of the supplier/contractor.</b></li> <li>Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.</li> <li>The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.</li> </ol>
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**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 17, 2025 at 9:00 A.M.**

Very truly yours,

**DIONISIO L. LIWAGON, JR., CESE**  
ASDS/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
1	10	pcs	Air Freshener Gel, Min. 180g	93.75			
2	1	pcs	Ballpen PILOT G-Tec C3 0.3mm Tip Ball Pen Ball Pens Fine Point Pen 12 pcs (Black)	792.00			
3	2	pack	Battery AA Max Alkaline Heavy Duty 2s/pack	143.00			
4	1	pack	Battery AAA Max Alkaline Heavy Duty 2s/pack	462.00			
5	10	pack	Battery AAA Max Alkaline Heavy Duty 2s/pack	160.00			
6	1	pcs	BINDER FOLDER LONG WITH 4 RING	200.00			
7	6	pcs	BINDER FOLDER LONG WITH 4 RING REFILL	195.00			
8	2	pcs	Binding Duct Tape 3x25 meters	240.00			
9	3	pcs	BROTHER BT D60 BLACK INK	390.00			
10	1	pcs	BROTHER BT D60 CYAN INK	390.00			
11	1	pcs	BROTHER BT D60 MAGENTA INK	390.00			
12	1	pcs	BROTHER BT D60 YELLOW INK	390.00			
13	1	pcs	Brother BT-D60BK Ink Bottle (Black)	390.00			
14	2	pcs	Clear Book 20 pockets Legal Size	40.00			
15	9	pcs	Clear Book 60 pockets Legal Size	198.00			
16	1	pcs	Coffee table	4,000.00			
17	1	pcs	DATA FILE BOX/DATA FILER WITH COVER CHIPBOARD MATERIAL (DOUBLE SIZE 285MMX285MMX400MM)	506.00			

18	1	pcs	DATA FILE BOX/DATA FILER WITH COVER CHIPBOARD MATERIAL (SINGLE SIZE 5"11X5X16")	506.00			
19	1	pcs	DESKTOP WIFI CAMERA CONNECT TO CELLPHONE WITH VOICE MINI WIRELESS	500.00			
20	2	pcs	Disinfectant Spray kills 99.9% Bacteria, 340g (half early morning and half Crisp Berry Lysol)	450.00			
21	2	pcs	Documents File Box ((HARD) 11x16x12" (WxLxH)	560.00			
22	15	pcs	Envelope, Brown A4	4.00			
23	15	pcs	Envelope, Brown Long	4.50			
24	30	pcs	Envelope, Brown, Long	3.58			
25	29	pcs	Envelope, Brown, Short	3.30			
26	5	pcs	Envelope, Expanded, Long, Assorted colors	15.00			
27	7	pcs	Epson 003 Cyan	300.00			
28	7	pcs	Epson 003 Magenta	300.00			
29	19	pcs	Epson Ink 003 Black	295.00			
30	8	pcs	Epson Ink 003 Yellow	300.00			
31	56	pcs	Feeds Sacks	20.00			
32	3	pcs	Flash Drive 128GB	650.00			
33	1	pcs	Floor Marking Tape	220.00			
34	21	pcs	Folder Long (white)	7.00			
35	3	pcs	GLOSSY PHOTO PAPER A4 SIZE PACKS (20 sheets per pack)-235GSM	302.50			
36	1	pcs	Heavy Duty Stapler HD 021	1,200.00			
37	2	pcs	HP DESKJET GT 51 BLACK	105.00			
38	2	pcs	HP DESKJET GT 52 CYAN	105.00			
39	2	pcs	HP DESKJET GT 52 MAGENTA	105.00			
40	2	pcs	HP DESKJET GT 52 YELLOW	105.00			
41	5	pcs	Ink Epson Original 003, Black	300.00			
42	3	pcs	Ink Epson Original 003, Black	300.00			
43	2	pcs	Ink Original Epson 003, Black	295.00			
44	1	pcs	Ink Original Epson L1800 (T673) Black	610.50			
45	1	pcs	Ink Original Epson L1800 (T673) black	555.00			
46	1	pcs	Ink Original Epson L1800 (T673) Cyan	588.50			
47	1	pcs	Ink Original Epson L1800 (T673) cyan	535.00			
48	1	pcs	Ink Original Epson L1800 (T673) Light Cyan	588.50			
49	1	pcs	Ink Original Epson L1800 (T673) light cyan	535.00			
50	1	pcs	Ink Original Epson L1800 (T673) Light Magenta	588.50			
51	2	pcs	Ink Original Epson L1800 (T673) light magenta	535.00			
52	1	pcs	Ink Original Epson L1800 (T673) Magenta	588.50			
53	1	pcs	Ink Original Epson L1800 (T673) magenta	535.00			
54	1	pcs	Ink Original Epson L1800 (T673) Yellow	588.50			
55	1	pcs	Ink Original Epson L1800 (T673) yellow	535.00			
56	3	pcs	Ink Original Epson, 003 Black	330.00			
57	4	pcs	Ink Original Epson, 003 Black	330.00			
58	6	pcs	Ink Original Epson, 003 black	330.00			
59	3	pcs	Ink Original Epson, 003 Black	350.00			
60	4	pcs	Ink Original Epson, 003 Black	300.00			
61	5	pcs	Ink Original Epson, 003 Black	330.00			
62	1	pcs	Ink Original Epson, 003 Cyan	330.00			
63	2	pcs	Ink Original Epson, 003 Cyan	330.00			
64	2	pcs	Ink Original Epson, 003 cyan	330.00			
65	1	pcs	Ink Original Epson, 003 Cyan	350.00			
66	2	pcs	Ink Original Epson, 003 Cyan	330.00			

67	1	pcs	Ink Original Epson, 003 Magenta	330.00			
68	2	pcs	Ink Original Epson, 003 Magenta	330.00			
69	2	pcs	Ink Original Epson, 003 magenta	330.00			
70	1	pcs	Ink Original Epson, 003 Magenta	350.00			
71	2	pcs	Ink Original Epson, 003 Magenta	330.00			
72	1	pcs	Ink Original Epson, 003 Yellow	330.00			
73	2	pcs	Ink Original Epson, 003 Yellow	330.00			
74	2	pcs	Ink Original Epson, 003 yellow	330.00			
75	1	pcs	Ink Original Epson, 003 Yellow	350.00			
76	2	pcs	Ink Original Epson, 003 Yellow	330.00			
77	12	pcs	JRT TISSUE ROLL BIG 2 PLY	120.00			
78	10	pcs	JRT, 200m, 2 PLY	210.00			
79	1	pcs	Metal Fastener	94.00			
80	30	pcs	Mineral Water Natures Spring 375ml	35.00			
81	2	pcs	Mouse, Optical wireless, Branded with battery	440.00			
82	2	pcs	Paper Fastener Coated (Plastic)	42.00			
83	5	pcs	Pencil No. 2	8.50			
84	10	pcs	Permanent Marker, Fine Tip, Black	50.00			
85	10	pcs	Permanent Marker, Fine Tip, Black	50.00			
86	1	pcs	PLASTIC FASTENER 50 PCS	150.00			
87	1	pcs	Printer Ecotank 3 in 1	9,300.00			
88	1	pcs	PVC BINDING COVER A4 100 PCS/PACK	250.00			
89	1	pcs	Ring Binder Comb 12mm	259.89			
90	6	pcs	Sign pen, medium tip, Green	31.90			
91	3	pcs	SPECIALTY PAPER 90GSM LONG	28.00			
92	3	pcs	STAPLE WIRE, NO. 35 standard 26/6	43.00			
93	3	pcs	Sticky Notes 3"x3"	40.00			
94	10	pcs	TRASHBAG, MEDIUM	40.00			
95	5	pcs	TRASHBAG, SMALL	24.00			
96	2	pcs	USB Flash Drive 3.0, 32GB	440.00			
97	2	pcs	White Glue. 250 grams	70.00			
98	5	pcs	White Plastic Eraser (Soft and Latex Free)	20.00			
99	1	pcs	WIRELESS POWERPOINT PRESENTER CLICKER AND POINTER WITH LASER PPT PRESENTATION REMOTE CONTROL	500.00			
100	2	pcs	Wood File Cabinet	6,000.00			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>94,839.39</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