



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
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REQUEST FOR QUOTATION

Procuring Office/End-User:	DEPARTMENT OF EDUCATION TABID NATIONAL HIGH SCHOOL -JUNIOUR HIGH	RFQ No.:	2025-02-0001
Purpose:	PURCHASE OFFICE SUPPLIES FOR IM'S AND OFFICE USE	PR No.:	2025-02-0001
		Date:	January 30, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 5 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 February 5, 2025 @ 8:00 am.

Very truly yours,

ZIETA A. TEMPLANZA

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:							
1	50	piece	Correction Tape	14.85			
2	10	bar	DETERGENT BAR	10.27			
3	40	pouch	DETERGENT POWDER, all purpose	59.49			
4	1	piece	PHILIPPINE NATIONAL FLAG	313.32			
5	35	roll	TAPE, transparent, 24mm	19.45			
6	10	roll	TAPE, transparent, 48 mm	24.83			
7	4	box	CLIP, backfold, 25mm	17.16			
8	2	box	CLIP, backfold, 50mm	66.35			
9	50	box	ENVELOPE, Expanding, Plastic	33.54			
10	1	box	ENVELOPE, Mailing	475.77			
11	40	box	PAPER CLIP, vinly/plastic coated, 33mm	9.70			
12	40	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	21.41			
13	140	ream	PAPER, MULTIPURPOSE A4, 70gsm	235.18			

14	8	ream	PAPER, MULTIPURPOSE LEGAL, 70gsm	258.26		
15	5	box	PAPER, parchment, 100'S	169.63		
16	45	piece	Ballpen Black	8.47		
17	35	piece	Ballpen, Red	8.47		
18	100	meter	Cloth, Colored	63.80		
19	50	meter	Cloth, White	63.80		
20	4	packs	Construction Paper (long)	308.00		
21	5	packs	Construction Paper (short)	286.00		
22	5	ream	Folder White, Legal, 100's	770.00		
23	40	pack	Glitter Paper (gold, silver, green)	132.00		
24	40	bottle	Glue White (min. 130gms)	66.55		
25	40	piece	Highlighter Branded	26.40		
26	40	bottle	Ink Original Epson, 003 Black	363.00		
27	20	bottle	Ink Original Epson, 003 Cyan	363.00		
28	20	bottle	Ink Original Epson, 003 Magenta	363.00		
29	20	bottle	Ink Original Epson, 003 Yellow	363.00		
30	30	bottle	Liquid Bleach, 1000ml	52.80		
31	50	piece	Metallic paper foil, Assorted Color	16.50		
32	30	box	Paper Fastener Coated (Plastic)	44.00		
33	60	piece	Permanent marker/Pentel Pen, Refillable, Fine Tip, Black	46.20		
34	15	bottle	Permanent/Pentel Ink Refill, Black	99.00		
35	10	pack	Photopaper, A4, 20pcs/pack	88.00		
36	10	pack	Pins, push type, Plastic head	46.20		
37	10	pad	Pins (pokpok)	13.20		
38	35	piece	Plastic Envelope, Expandable with handle, Long size	88.00		
39	30	piece	Plastic Envelope, Long	9.90		
40	75	piece	Rug/Doormat, Cotton material	60.50		
41	12	piece	Sign pen 0.5, Black	38.50		
42	60	packs	Specialty Paper, 90gsm, A4	26.40		
43	20	packs	Specilaty Board (Long)	44.00		
44	25	pack	Sticker Paper Mat A4 20's/pack	38.50		
45	20	pack	Sticky Notes 3"x3"	42.35		
46	40	roll	Tape Double sided, 1"	33.00		
47	10	roll	Tape Masking 1"	48.40		
48	20	piece	Toilet Bowl Cleaner	93.50		
49	40	pack	Trash Bag, Black Medium 22" x 24", 10pcs/pack	60.50		
50	20	book	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	93.50		
51	200	piece	Cartolina, neon colors, assorted	13.20		
52	20	piece	Expanded Envelope, BLUE, hard	93.50		
53	20	piece	Expanded Envelope, Brown, hard	17.60		
54	125	pack	Specialty Board A4	40.70		
55	1	packs	PVC ID (PRE-CUT), 200's	1,430.00		
56	1	roll	Plastic Cover #6	2,860.00		
			*** Nothing Follows ***			
TOTAL				150,275.94		

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