



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.depedozamiz.net / Email: deped1miz@gmail.com

REQUEST FOR QUOTATION

Procuring Entity:	DepED, Division of Ozamiz City	RFQ No.:	FEB25 -
Office/End-User:	Cruz Lansado Saligan Integrated School	PR No.	2025 - 02 - SH01
Purpose:	Purchase for school/office supplies	Date:	January 28, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 10 days from date of receipt of Purchase Order (PO).
- Avoid quoting if stocks are not available within the period stipulated.
- Warranty shall be for a minimum of three (3) months for supplies and materials from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) 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.
- 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

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit your quotation duly signed by your representative not later than 2 days after the receipt of this document.

Very truly yours,

MARIBEL S. PALCA

BAC Chairman

Company Name:							
Address:							
Telephone No./ Fax No.							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	1	unit	Laptop, Ryzen 5/Core i5; 4gb ram; 64 bit OS	38,000.00			
2	45	bottle	Ink, EPSON 003 Black	300.00			
3	15	bottle	Ink, EPSON 003 Cyan	300.00			
4	15	bootle	Ink, EPSON 003 Magenta	300.00			
5	15	bottle	Ink, EPSON 003 Yellow	300.00			
6	8	bottle	Brother DCPTW-200 Ink, Black	495.00			
7	4	bottle	Brother DCPTW-200 Ink, Cyan	495.00			
8	4	bottle	Brother DCPTW-200 Ink, Yellow	495.00			
9	4	bottle	Brother DCPTW-200 Ink, Red	495.00			
			*** nothing follows ***				
TOTAL				74,900.00			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.

Note:

- Amount Below Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
- Amount Above Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
 - * Omnibus Sworn Statement (photocopy only)
 - * Latest Income Business Return (photocopy only)

Signature Over Printed Name / Date

Contact Number/Email Address