



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**

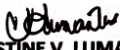
<b>Procuring Office/End-User:</b>	DEPARTMENT OF EDUCATION DIEGO TUASTOMBAN ELEMENTARY SCHOOL	<b>RFQ No.:</b>	2025-01-001
<b>Purpose:</b>	school and office use	<b>PR No.:</b>	2025-01-001
		<b>Date:</b>	January 28, 2025

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 5 days 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 **Date and Time**.

Very truly yours,

  
**CHRISTINE V. LUMANTAS**  
BAC Chairman

<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
<b>Manner/Mode of Awarding:</b>							
1	7	piece	CLEARBOOK, A4 size	35.16			
2	1	piece	CLEARBOOK, Legal size	36.36			
3	14	piece	SIGN PEN, Fine Tip, Black	44.72			
4	2	piece	SIGN PEN, Fine Tip, Blue	44.72			
5	3	piece	PHILIPPINE NATIONAL FLAG	284.84			
6	2	piece	FLASH DRIVE	152.74			
7	8	bottle	GLUE, all-purpose	62.14			
8	15	roll	TAPE, transparent, 24mm	17.68			
9	15	roll	TAPE, transparent, 48 mm	22.57			
10	2	box	CLIP, backfold, 25mm	15.60			
11	1	box	CLIP, backfold, 50mm	60.32			
12	16	piece	CORRECTION TAPE	13.50			
13	2	pack	FOLDER with tab, Legal	413.92			
14	16	piece	MARKER, Fluorescent	31.11			
15	14	piece	MARKER, Permanent, Black	8.27			
16	2	piece	MARKER, Whiteboard, Black	9.65			
17	2	piece	MARKER, Whiteboard, Red	9.65			



18	7	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	19.46			
19	8	piece	SCISSORS, symmetrical/asymmetrical	65.52			
20	8	piece	STAPLER, standard type	197.60			
21	4	pack	CARTOLINA, assorted colors	83.72			
22	100	ream	PAPER, MULTIPURPOSE A4	137.74			
23	5	ream	PAPER, MULTIPURPOSE LEGAL	158.91			
24	1	ream	PAPER, parchment	154.21			
25	38	piece	BALLPEN	7.00			
26	1	box	LAMINATING FILM	900.00			
27	14	roll	DOUBLE SIDED TAPE	35.00			
28	7	pack	PHOTO PAPER	85.00			
29	60	piece	CERTIFICATE HOLDER, A4	44.00			
30	130	piece	MEDAL	55.00			
31	5	box	PLASTIC FASTENER	40.00			
32	70	piece	GLUE STICK (FOR GLUE GUN), small	5.00			
33	50	piece	MANILA PAPER	6.00			
34	21	piece	PLASTIC ENVELOPE, long	12.00			
35	8	piece	BROOM (Walis Tambo)	124.80			
36	8	pouch	DETERGENT POWDER, all purpose	54.08			
37	8	piece	DUST PAN	46.80			
38	5	can	FLOOR WAX, paste type, red	309.76			
39	2	unit	ELECTRIC FAN, stand type	1,560.00			
40	16	piece	DOOR MAT	35.00			
41	4	pack	TOILET TISSUE PAPER, 2 ply	99.84			
42	7	bottle	Permanent Marker Ink, black	45.00			
43	1	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	9,900.00			
44	21	pack	Specialty Board, A4, 180gsm	40.00			
45	7	pack	Specialty Board, long, 180gsm	60.50			
46	6	piece	Illustration Board 1/2	30.00			
47	20	piece	Illustration Board 1/4	20.00			
48	4	box	Crayons (16 colors)	45.00			
49	12	piece	Folder, long, with plastic cover	15.00			
50	1	roll	Ribbon, 2", red	250.00			
51	1	roll	Ribbon, 2", blue	250.00			
52	1	roll	Ribbon, 2", yellow	250.00			
53	1	roll	Ribbon, 2", green	250.00			
54	70	piece	Brown Envelope, long	3.50			
55	1	ream	Construction Paper, long	245.00			
56	16	bottle	Ink, Epson 003, black	300.00			
57	10	bottle	Ink, Epson 003, cyan	300.00			
58	10	bottle	Ink, Epson 003, magenta	300.00			
59	10	bottle	Ink, Epson 003, yellow	300.00			
60	7	piece	Dipper	55.00			
61	8	piece	Duster	126.50			
62	7	piece	Pail	150.00			
63	3	piece	Mop Handle	150.00			
64	3	piece	Mop Head	150.00			
65	12	piece	Towel, small	25.00			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>74,277.29</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