



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

<b>Procuring Entity:</b>	DepED, Division of Ozamiz City	<b>RFQ No.:</b>	
<b>Office/End-User:</b>	BONGBONG ELEMENTARY SCHOOL	<b>P.R. NO.</b>	
<b>Purpose:</b>	FOR PURCHASE OF SCHOOL SUPPLIES	<b>Date:</b>	

#### TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 20 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 of liquidated damages of 1/10 1% per day of delay on items not delivered.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit your quotation duly

  
**LANE CORA D. MAGPALE**  
BAC Chairman

<b>Company Name:</b>	
<b>Address:</b>	
<b>Telephone No./ Fax No.</b>	<b>Philgeps Registration No.:</b>

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
			<b>OFFICE and SCHOOL SUPPLIES</b>				
	50	ream	PAPER, MULTIPURPOSE A4	137.74			
	25	ream	PAPER, MULTIPURPOSE LEGAL	158.91			
	26	piece	INK ORIGINAL EPSON, 003 BLACK	330.00			
	26	piece	INK ORIGINAL EPSON, 003 CYAN	330.00			
	26	piece	INK ORIGINAL EPSON, 003 MAGENTA	330.00			
	26	piece	INK ORIGINAL EPSON, 003 YELLOW	330.00			
	100	packs	FOLDER, A4	6.00			
			<b>SUBTOTAL</b>				
			<b>OTHER SUPPLIES EXPENSES</b>				
	12	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy),	10,000.00			
	1	unit	Steel Cabinet	10,500.00			
			<b>SUBTOTAL</b>				
			<b>GRADUATION EXPENSES</b>				
	120	piece	Medal Academic Assorted (Kagawaran ng edukasyon, Gold, Silver, Bronze)	80.00			

	120	piece	Brown Envelope (A4 size)	4.00			
	100	pack	worx paper (10 pieces in a pack)	90.00			
	10	piece	INK ORIGINAL EPSON, 003 BLACK	350.00			
	10	piece	INK ORIGINAL EPSON, 003 CYAN	350.00			
	10	piece	INK ORIGINAL EPSON, 003 MAGENTA	350.00			
	10	piece	INK ORIGINAL EPSON, 003 YELLOW	350.00			
	13	piece	Stapler Heavy Duty	1,200.00			
	5	box	Push Pins	30.00			
	100	piece	Folder A4	6.00			
	5	box	Paper Clip 50mm	30.00			
	4	bottle	Glue 130 ml	60.00			
			***Nothing Follows***				
<b>TOTAL</b>							

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

**Note:**

1 Amount Below Php 50,000.00

\* please attach MAYOR'S BUSINESS PERMIT

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Signature Over Printed Name / Date

2 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)