



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF OZAMIZ CITY
City of Ozamiz



IBJT Compound, Carangan, Ozamiz City
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REQUEST FOR QUOTATION

Procuring Office/End-User:	DEPARTMENT OF EDUCATION GANGO ELEMENTARY SCHOOL	RFQ No.:	2025-001
Purpose:	IM's and office supplies	PR No.:	2025-001
		Date:	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 10 dyas 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,


CARMEL L. MORENO
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	1	piece	PHILIPPINE NATIONAL FLAG	284.84			
2	28	bottle	GLUE, all-purpose	62.14			
3	5	box	STAPLE WIRE, standard	23.76			
4	26	roll	TAPE, transparent, 48 mm	22.57			
5	3	box	CLIP, backfold, 50mm	60.32			
6	1	box	ENVELOPE, Expanding, Kraft	939.95			
7	5	box	FASTENER, plastic	94.64			
8	2	pack	FOLDER with tab, Legal	413.92			
9	26	piece	MARKER, Permanent, Black	8.27			
10	8	piece	MARKER, Whiteboard, Black	9.65			

11	30	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	19.46			
12	25	pack	CARTOLINA, assorted colors	83.72			
13	150	ream	PAPER, MULTIPURPOSE A4	137.74			
14	55	ream	PAPER, MULTIPURPOSE LEGAL	158.91			
15	3	ream	PAPER, parchment	154.21			
16	4	bottle	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	231.90			
17	4	bottle	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	242.20			
18	4	bottle	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	242.20			
19	4	bottle	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	242.20			
20	10	roll	DOUBLE SIDED TAPE	28.60			
21	26	bottle	BLEACHING SOLUTION	70.00			
22	250	piece	CERTIFICATE HOLDER	45.00			
23	30	piece	GLUE STICK (FOR GLUE GUN), small	5.00			
24	1	piece	GLUE GUN, small, heavy duty	295.00			
25	26	pouch	DETERGENT POWDER, all purpose	54.08			
26	25	piece	DUST PAN	46.80			
27	50	can	FLOOR WAX, paste type, red	309.76			
28	26	bottle	Ink, Epson 003, black	300.00			
29	26	bottle	Ink, Epson 003, cyan	300.00			
30	26	bottle	Ink, Epson 003, magenta	300.00			
31	26	bottle	Ink, Epson 003, yellow	300.00			
32	26	bottle	Permenent Marker Ink Refill, black	45.00			
33	5	pack	Specialty Paper 90gsm, long	30.00			
34	8	bottle	Whiteboard Marker Ink Refill, black	140.00			
35	700	piece	Brown Envelope, A4	3.50			
36	3	ream	Oslo Paper (250pcs/ream)	250.00			
37	215	piece	Medal DepEd Large	59.00			
38	120	piece	Medal DepEd Medium	48.00			
39	20	box	Pins (pokpok)	12.00			
40	1	roll	Ribbon, satin 2"	280.00			
41	4	roll	Ribbonette	330.00			
42	20	box	Thumbtacks	14.00			
43	10	pad	Glitter Pad (black & gold)	85.00			
44	10	piece	Styrofoam (1 whole)	50.00			
45	50	meter	Cloth (yellow, blue)	60.00			
46	3	pack	Balloons 100's/pack	350.00			
47	20	piece	Plastic Flower	30.00			
48	1	roll	Tassel, asstd color	320.00			
49	25	meter	Trimings	70.00			
50	10	piece	Floral Foam	42.00			
			*** Nothing Follows ***				
			TOTAL	139,579.11			

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