



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.ozamiz.deped.gov.ph/ Email: ozamiz.city@deped.gov.ph

REQUEST FOR QUOTATION

Procuring	DEPARTMENT OF EDUCATION	RFQ No.:	2025-01-001
Office/End-User:	GREGORIO A. SAQUIN ELEMENTARY SCHOOL	PR No.	2025-01-001
Purpose:	school and office use	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 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,


EDITHA L. ALIA
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	20	piece	SIGN PEN, Fine Tip, Black	44.72			
2	20	piece	BATTERY, dry cell, size AA	20.49			
3	20	piece	BATTERY, dry cell, size AAA	18.34			
4	10	piece	BROOM (Walis Tambo)	124.80			
5	10	piece	BROOM (Walis Ting-ting)	26.00			
6	20	bottle	CLEANER, Toilet Bowl and Urinal	41.60			
7	20	bar	DETERGENT BAR	9.34			
8	20	pouch	DETERGENT POWDER, all purpose	54.08			
9	10	piece	DUST PAN	46.80			
10	50	can	FLOOR WAX, paste type, red	309.76			

11	20	bottle	HAND SOAP, liquid, 500mL	42.95		
12	10	piece	INK, for stamp pad	28.79		
13	10	piece	MONOBLOC CHAIR, beige	341.12		
14	20	bottle	GLUE, all-purpose	62.14		
15	20	roll	TAPE, transparent, 48 mm	22.57		
16	10	box	CHALK, white enamel	32.97		
17	20	piece	CORRECTION TAPE	13.50		
18	10	piece	CUTTER/UTILITY KNIFE, for general purpose	31.72		
19	3	pack	FOLDER with tab, Legal	413.92		
20	50	piece	MARKER, Permanent, Black	8.27		
21	10	piece	MARKER, Permanent, Red	8.27		
22	50	piece	MARKER, Whiteboard, Black	9.65		
23	10	box	PAPER CLIP, vinly/plastic coated, 33mm	8.82		
24	10	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	19.46		
25	10	box	PENCIL, lead/graphite, with eraser	44.71		
26	8	piece	PUNCHER, paper, heavy duty	153.92		
27	10	piece	SCISSORS, symmetrical/asymmetrical	65.52		
28	100	ream	PAPER, MULTIPURPOSE A4	137.74		
29	30	ream	PAPER, MULTIPURPOSE LEGAL	158.91		
30	2	ream	PAPER, parchment	154.21		
31	10	pack	TOILET TISSUE PAPER, 2 ply	99.84		
32	6	bottle	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	231.90		
33	6	bottle	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	242.20		
34	6	bottle	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	242.20		
35	6	bottle	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	242.20		
36	10	box	Colored Chalk	65.00		
37	30	piece	Ballpen, green	7.00		
38	10	bottle	Whiteboard Marker Ink Refill, black	90.00		
39	50	piece	Ballpen, black	7.00		
40	50	piece	Ballpen, red	7.00		
41	100	piece	Cartolina, neon, asstd color	10.00		
42	10	ream	Construction Paper, long	220.00		
43	250	piece	Envelope, brown, A4	3.50		
44	100	piece	Envelope, brown, long	3.50		
45	2	piece	Glue Gun, heavy duty, small	250.00		
46	100	piece	Glue Stick, small	5.00		
47	30	piece	Illustration Board 1/2	30.00		
48	30	piece	Illustration Board 1/4	16.00		
49	20	bottle	Ink Original Epson, 003 black	300.00		
50	20	bottle	Ink Original Epson, 003 cyan	300.00		
51	20	bottle	Ink Original Epson, 003 magenta	300.00		
52	20	bottle	Ink Original Epson, 003 yellow	300.00		
53	100	piece	Manila Paper	6.00		
54	170	piece	Medal, DepEd Medium	55.00		
55	30	piece	Plastic Envelope, long	12.00		
56	10	box	Paper Fastener, plastic	55.00		
57	10	bottle	Permanent Marker Ink Refill, black	85.00		
58	10	bottle	Permanent Marker Ink Refill, red	85.00		
59	10	box	Pins, push type, plastic head	30.00		

60	20	roll	Tape, double sided 2"	60.00			
61	20	box	Thumbtacks	13.00			
62	1	unit	Ring Binder Machine	6,000.00			
63	1	unit	Laminating Machine, A4	4,500.00			
64	2	ream	PVC Cover, A4	600.00			
65	2	ream	Laminating Film A4	900.00			
66	20	roll	Paper Tape 1"	35.00			
67	34	box	Crayons, single	35.00			
68	18	piece	Sharpener	5.00			
69	1	unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No	9,900.00			
70	1	piece	Whiteboard 4x8Ft	2,000.00			
71	10	pack	Photopaper	85.00			
72	60	pack	Specialty board, 180gsm, A4	40.00			
73	9	piece	HDMI Cord, 5m	300.00			
			*** Nothing Follows ***				
TOTAL				139,755.00			

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