



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.:	
Office/End-User:	JACINTO NEMENO INTEGRATED SCHOOL	PR No.	
Purpose:	To purchase office supplies for the first quarter	Date:	February , 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 5 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 on items not

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,


MARGIE A. EDULAN
BAC Chairman

Company Name:							
Address:							
Telephone No./ Fax No.						Philgeps Registration No.	
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
			<i>office supplies expense</i>				
1	8	piece	CLEARBOOK, Legal size	40.00			
2	8	piece	SIGN PEN, Extra Fine Tip, Black	24.42			
3	8	piece	SIGN PEN, Fine Tip, Black	49.19			
4	8	bottle	BROOM (Walis Tambo)	137.28			
5	8	plastic container	CLEANER, Toilet Bowl and Urinal	45.76			
6	8	bar	CLEANSER, Scouring Powder	26.31			
7	8	pouch	DETERGENT BAR	10.27			
8	8	piece	DETERGENT POWDER, all purpose	59.49			
9	8	can	DUST PAN	51.48			
10	16	bottle	FLOOR WAX, paste type, red	340.74			
11	8	unit	HAND SOAP, liquid, 500mL	47.25			
12	5	piece	MONOBLOC CHAIR, beige	375.23			
13	8	box	STAPLE WIRE, standard	26.14			
14	16	roll	TAPE, transparent, 24mm	19.45			
15	16	box	CHALK, white enamel	36.27			
16	16	piece	CORRECTION TAPE	14.85			
17	8	piece	DATA FILE BOX	160.48			
18	16	piece	ERASER, felt, for blackboard/whiteboard	15.93			
19	1	box	FASTENER	104.10			
20	8	piece	PUNCHER, paper, heavy duty	169.31			
21	20	pack	CARTOLINA, assorted colors	92.09			
22	16	pad	NOTEPAD, stick-on, 50mm x 76mm	40.77			
23	60	ream	PAPER, MULTIPURPOSE A4	151.51			
24	16	ream	PAPER, MULTIPURPOSE LEGAL	174.80			
25	8	pack	TOILET TISSUE PAPER, 2 ply	109.82			
26	40	piece	Ballpen Black	8.47			
27	8	piece	Ballpen, Blue	8.47			

28	16	piece	Ballpen, Red	8.47		
29	8	box	Chalk, Colored min.100pcs/box	284.35		
30	8	packs	Construction Paper (long)	242.00		
31	200	piece	Folder White, Legal	6.66		
32	24	bottle	Glue White (min. 130gms)	66.55		
33	16	bottle	Ink Original Epson, 003 Black	363.00		
34	16	bottle	Ink Original Epson, 003 Cyan	363.00		
35	16	bottle	Ink Original Epson, 003 Magenta	363.00		
36	16	bottle	Ink Original Epson, 003 Yellow	363.00		
37	8	bottle	Muriatic acid 500ml	72.60		
38	10	box	Paper Fastener Coated (Plastic)	60.50		
39	16	piece	Permanent marker/Pentel Pen, Refillable, Broad Tip, Black	66.55		
40	16	bottle	Permanent/Pentel Ink Refill, Black	121.00		
41	2	roll	Plastic Cellophane cover #4	1,573.00		
42	160	piece	Plastic Envelope, Long	9.68		
43	1	Unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	11,495.00		
44	8	piece	Scissors, Big, Heavy Duty	145.20		
45	8	packs	Specialty Paper, 90gsm, Long	33.88		
46	8	packs	Specilaty Board (Long)	66.55		
47	8	piece	Stapler, Standard 35 with remover heavy duty	484.00		
48	8	roll	Tape Double sided, 1"	31.46		
49	16	unit	Trash Bin, Min.8 liters, swing cover	242.00		
50	16	piece	RECORD BOOK, 300 PAGES, size: 214mm x278mm min	85.57		
51	1	book	Steel Cabinet, 4 doors	9,900.00		
52	4	unit	Solar LED light, outpost 1200 watts	2,750.00		
53	3	piece	Calculator, 12 Digits, Big Dials, big screen, battery and solar operated	440.00		
0	5	-	Padlock, medium, heavy duty	374.00		
TOTAL				117,564.57		

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 (photocopy only)
- 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)

Signature Over Printed Name / Date