



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:	Office supplies for 1st Quarter	Date:	

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, Fine Tip, Black	49.19			
3	3	pack	BATTERY, dry cell, size AA	22.54			
4	8	piece	BROOM (Walis Tambo)	137.28			
5	8	bottle	CLEANER, Toilet Bowl and Urinal	45.76			
6	8	plastic container	CLEANSER, Scouring Powder	26.31			
7	8	piece	DETERGENT BAR	10.27			
8	8	pouch	DETERGENT POWDER, all purpose	59.49			
9	8	piece	DUST PAN	51.48			
10	16	can	FLOOR WAX, paste type, red	340.74			
11	8	bottle	HAND SOAP, liquid, 500mL	47.25			
12	5	piece	MONOBLOC CHAIR, beige	375.23			
13	4	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	226.40			
14	8	box	STAPLE WIRE, standard	26.14			
15	2	roll	TAPE, electrical	21.40			
16	24	roll	TAPE, transparent, 24mm	19.45			
17	14	box	CHALK, white enamel	36.27			
18	16	piece	CORRECTION TAPE	14.85			
19	8	piece	DATA FILE BOX	160.48			
20	14	piece	ERASER, felt, for blackboard/whiteboard	15.93			
21	8	piece	PUNCHER, paper, heavy duty	169.31			
22	14	pack	CARTOLINA, assorted colors	92.09			
23	25	ream	PAPER, MULTIPURPOSE A4	151.51			
24	25	ream	PAPER, MULTIPURPOSE LEGAL	174.80			
25	5	box	PAPER, parchment	169.63			
26	8	pack	TOILET TISSUE PAPER, 2 ply	109.82			
27	40	piece	Ballpen Black	8.47			

28	8	piece	Ballpen, Blue	8.47		
29	16	piece	Ballpen, Red	8.47		
30	32	ream	Bond Paper, Letter/Short, 70gsm	217.80		
31	45	piece	Certificate Holder, Plastic A4	50.82		
32	7	box	Chalk, Colored min. 100pcs/box	284.35		
33	14	packs	Construction Paper (long)	242.00		
34	100	piece	Envelope, Brown Long	3.94		
35	100	piece	Folder White, Legal	6.66		
36	24	bottle	Glue White (min. 130gms)	66.55		
37	16	bottle	Ink Original Epson, 003 Black	363.00		
38	16	bottle	Ink Original Epson, 003 Cyan	363.00		
39	16	bottle	Ink Original Epson, 003 Magenta	363.00		
40	16	bottle	Ink Original Epson, 003 Yellow	363.00		
41	1	roll	Laminating Film 125 micron 100 meters	1,391.50		
42	5	piece	Bulb LED min. 15 watt	332.75		
43	150	piece	Medal DepED Large (Gold, Silver, Bronze)	96.80		
44	1	piece	Microphone wired, 8m	1,815.00		
45	8	bottle	Muriatic acid 500ml	72.60		
46	10	box	Paper Fastener Coated (Plastic)	60.50		
47	16	piece	Permanent marker/Pentel Pen, Refillable, Broad Tip, Black	66.55		
48	16	bottle	Permanent/Pentel Ink Refill, Black	121.00		
49	1	roll	Plastic Cellophane cover #4	1,573.00		
50	100	piece	Plastic Envelope, Long	9.68		
51	8	piece	Scissors, Big, Heavy Duty	145.20		
52	7	packs	Specialty Paper, 90gsm, Long	33.88		
53	7	packs	Specilaty Board (Long)	66.55		
54	8	roll	Tape Double sided, 1" with Foam	121.00		
55	7	piece	Toilet Bowl Cleaner	72.60		
56	16	piece	Trash Bin, Min. 8 liters, swing cover	242.00		
57	20	pack	Worx 90 GSM A4 Specialty Paper (White)	211.75		
58	160	piece	Expanded Envelope, Brown, hard	12.10		
59	3	piece	Extension Wire 10 meters	423.50		
60	1	piece	Flower Pot,	48.40		
			<i>Communication Expense</i>			
61	42	piece	Load Card	127.05		
		-	TOTAL	-		
TOTAL				114,758.77		

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