



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**

<b>Procuring Entity:</b>	DepED, Division of Ozamiz City	<b>RFQ No.:</b>	FEB25 -
<b>Office/End-User:</b>	Montol National High School	<b>PR No.</b>	2025 - 02 -
<b>Purpose:</b>	To purchase supplies for school/office use	<b>Date:</b>	

**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,

**SHIELA D. CARTAJENAS**

Teacher - BAC Chairman

<b>Company Name:</b>	
<b>Address:</b>	
<b>PhilGEPS Reg. Number</b>	

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
<b>Manner/Mode of Awarding: Per Item</b>							
1	2	gallon	ALCOHOL, Ethyl, 1 Gallon	392.79			
2	3	can	AIR FRESHENER	96.04			
3	2	piece	PHILIPPINE NATIONAL FLAG	313.32			
4	20	pack	CARTOLINA, assorted colors	92.09			
5	5	pad	NOTEPAD, stick-on, 50mm x 76mm	40.77			
6	5	piece	STENO NOTEBOOK	15.44			
7	20	ream	PAPER, MULTICOPY A4, 70gsm	235.18			
8	10	ream	PAPER, MULTICOPY LEGAL, 70gsm	256.26			
9	30	piece	BALLPEN	7.70			
10	10	pack	PHOTO PAPER	88.00			
11	40	piece	CERTIFICATE HOLDER, A4	44.00			

12	1	unit	LAPTOP COMPUTER, for Mid-range Users - Specification 15" with numeric keypad, Ryzen 5 or Core i5 processor, 8GB RAM (SSD), windows 11 OS with free bag	42,380.00			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>56,340.39</b>			

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**
- \* Latest Income Business Return (photocopy only) - **Above 500,000.00 and SVP as Alternate Mode of**

\_\_\_\_\_  
Signature Over Printed Name / Date

\_\_\_\_\_  
Contract Number/Email Address