



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>	2025-02-0004
<b>Office/End-User:</b>	OZAMIZ CITY CENTRAL SCHOOL	<b>PR No.</b>	2025-02-0004
<b>Purpose:</b>	Purchase of school/office supplies expenses	<b>Date:</b>	February 05, 2025

#### TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 3-5 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 1/17/25 @ 10:00AM**

Very truly yours,

**JOB L. VIRTUDES**

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	110	piece	BROOM (Walis Tambo)	137.28			
2	110	bottle	CLEANER, Toilet Bowl and Urinal	45.76			
3	110	pouch	DETERGENT POWDER, all purpose	59.49			
4	100	piece	DUST PAN	51.48			
5	110	box	FASTENER	104.10			
6	110	piece	MARKER, Permanent, Black	9.10			
7	8	piece	MARKER, Permanent, Red	9.10			
8	110	piece	MARKER, Whiteboard, Black	10.62			
9	110	box	PAPER CLIP, vinly/plastic coated, 33mm	9.70			
10	10	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	21.41			
11	110	piece	PUNCHER, paper, heavy duty	169.31			
12	110	pair	SCISSORS, symmetrical/asymmetrical	72.07			
13	110	piece	STAPLER, standard type	217.36			
14	110	piece	STAPLE REMOVER, plier-type	51.16			
15	2	piece	TAPE DISPENSER, table top	85.34			
16	299	ream	PAPER, MULTICOPY A4	235.18			

17	220	piece	BALLPEN	11.00			
18	10	roll	DOUBLE SIDED TAPE	38.50			
19	50	pack	PHOTO PAPER	72.60			
20	900	piece	CERTIFICATE HOLDER	50.60			
21	900	piece	MEDAL	60.50			
22	100	piece	PLASTIC ENVELOPE	27.50			
23	120	bottle	EPSON INK, BLACK 003	330.00			
24	70	bottle	EPSON INK, MAGENTA, 003	330.00			
25	70	bottle	EPSON INK, YELLOW 003	330.00			
26	70	bottle	EPSON INK, CYAN 003	330.00			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>391,453.90</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 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