



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> | 2025-02-0005 |
| <b>Office/End-User:</b>  | OZAMIZ CITY CENTRAL SCHOOL                                 | <b>PR No.</b>   | 2025-02-0005 |
| <b>Purpose:</b>          | Purchase of other supplies and materials expenses for SSES | <b>Date:</b>    | 2/17/25      |

|   |  |  |  |
|---|--|--|--|
| <b>TERMS and CONDITIONS:</b>  |  |  |  |
| <ol style="list-style-type: none"> <li>All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.</li> <li><b>Delivery period within 1-30 days from the receipt of Purchase Order and delivered goods/services must be in accordance to accepted offer of the bidder.</b></li> <li>Avoid quoting if stocks are not available within the period stipulated.</li> <li>Price Quotation/s shall be inclusive of all taxes, charges or fees.</li> <li>Warranty security shall be for a minimum of <b>three (3) months for expendable supplies and 1 year for non-expendable supplies</b> from date of acceptance by the end-user.</li> <li>Price validity shall be for a period of Forty Five (45) calendar days.</li> <li>Bidders shall submit original brochures showing certifications of the product, if applicable.</li> <li>Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.</li> <li>Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.</li> <li>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.</li> <li>Quotations submitted must be <b>sealed</b>.</li> <li>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. <b>Please take note that corresponding bank transfer fees, if any, shall be chargeable to the account of the supplier/contractor.</b></li> <li>Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.</li> <li>The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.</li> </ol> |  |  |  |

**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 2/21/25 @ 8:00AM**

Very truly yours,

**JOBI 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  | 1   | kit   | Robotics and Automation for Kids (ZMROBO-ROBOT-02)                   | 9,973.00         |   |            |             |
| 2  | 1   | kit   | Robotics and Automation for Kids (ZMROBO-ROBOT-05), 6 pieces per kit | 49,950.00        |   |            |             |
| 3  | 1   | kit   | Robotics and Automation for Kids/Teens/Adult (EROBOT2023-05)         | 9,950.00         |   |            |             |
| 4  | 3   | piece | Robotics and Automation for /Teens/Adult (EROBOT2023-01)             | 4,950.00         |   |            |             |
| 5  | 7   | pack  | AAA Battery, 4/pack  | 75.00            |   |            |             |
| 6  | 8   | pack  | AA Battery, 2/pack   | 75.00            |   |            |             |
| *** Nothing Follows ***                  |     |       |  |                  |   |            |             |
| <b>TOTAL</b>                             |     |       |  | <b>85,848.00</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**

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

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

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