



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

Procuring Entity:	DepED, Division of Ozamiz City	RFQ No.:	FEB25 -
Office/End-User:	Pershing Tan Queto Sr. Elementary School	PR No.	2025 - 02 -
Purpose:	To purchase school/office supplies for the first quarter of 2025	Date:	

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
2. **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.**
3. Avoid quoting if stocks are not available within the period stipulated.
4. Price Quotation/s shall be inclusive of all taxes, charges or fees.
5. 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.
6. Price validity shall be for a period of Forty Five (45) calendar days.
7. Bidders shall submit original brochures showing certifications of the product, if applicable.
8. Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.
9. Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.
10. 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.
11. Quotations submitted must be **sealed**.
12. 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.**
13. Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.
14. 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,


LLUWYN P. TAMPARONG

Teacher - BAC Chairman

Company Name:							
Address:							
PhilGEPS Reg. Number							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
Manner/Mode of Awarding: Per Item							
1	4	gallon	ALCOHOL, Ethyl, 1 Gallon	392.80			
2	20	piece	CLEARBOOK, A4 size	38.68			
3	20	piece	CLEARBOOK, Legal size	40.00			
4	7	piece	ERASER, plastic/rubber	9.09			
5	8	piece	SIGN PEN, Extra Fine Tip, Black	24.42			
6	8	piece	SIGN PEN, Extra Fine Tip, Red	24.42			
7	2	pack	BATTERY, dry cell, size AA	22.54			
8	2	pack	BATTERY, dry cell, size AAA	20.17			
9	8	bottle	AIR FRESHENER	96.04			
10	8	piece	BROOM (Walis Tambo)	137.28			
11	8	piece	BROOM (Walis Ting-ting)	28.60			
12	8	piece	CLEANER, Toilet Bowl and Urinal	45.76			

13	16	piece	DETERGENT BAR	10.27			
14	8	can	DISINFECTANT SPRAY	153.88			
15	8	piece	DUST PAN	51.48			
16	8	can	FLOOR WAX, paste type, red	340.74			
17	8	bottle	HAND SOAP, liquid, 500mL	47.25			
18	8	kilo	RAGS, round shape, for table top cleaning	76.42			
19	8	pack	SCOURING PAD	94.19			
20	16	roll/pack	TRASHBAG, XL size	101.82			
21	7	bottle	INK, for stamp pad	31.67			
22	2	unit	FIRE EXTINGUISHER, dry chemical	1,258.40			
23	2	piece	PHILIPPINE NATIONAL FLAG	313.32			
24	8	bottle	GLUE, all-purpose	68.35			
25	8	box	STAPLE WIRE, standard	26.14			
26	1	roll	TAPE, electrical	21.40			
27	8	roll	TAPE, transparent, 24mm	19.45			
28	8	roll	TAPE, transparent, 48 mm	24.83			
29	1	unit	BINDING AND PUNCHING MACHINE	10,488.19			
30	5	bundle	BINDING RING/COMB, plastic, 32 mm	285.88			
31	8	box	CLIP, backfold, 25mm	17.16			
32	8	piece	CORRECTION TAPE	14.85			
33	1	box	ENVELOPE, Documentary, A4	912.91			
34	1	box	ENVELOPE, Documentary, legal,	1,163.34			
35	7	piece	ERASER, felt, for blackboard/whiteboard	15.93			
36	8	box	FASTENER	104.10			
37	8	pack	FOLDER with tab, A4	417.56			
38	8	pack	FOLDER with tab, Legal	455.31			
39	8	piece	MARKER, Permanent, Black	9.10			
40	8	piece	MARKER, Whiteboard, Black	10.62			
41	8	box	PAPER CLIP, vinly/plastic coated, 33mm	9.70			
42	8	box	PENCIL, lead/graphite, with eraser	49.18			
43	1	piece	PENCIL SHARPENER	259.69			
44	8	piece	PUNCHER, paper, heavy duty	169.31			
45	3	box	RUBBER BAND No. 18	148.72			
46	7	piece	STAMP PAD, felt	43.91			
47	8	pair	SCISSORS, symmetrical/asymmetrical	72.07			
48	8	piece	STAPLER, standard type	217.36			
49	7	pack	CARTOLINA, assorted colors	92.09			
50	8	pad	NOTEPAD, stick-on, 76mm x 100mm	65.21			
51	8	piece	STENO NOTEBOOK	15.44			
52	3	ream	PAPER, MULTIPURPOSE LEGAL	174.80			
53	7	pad	PAD PAPER, ruled	38.30			
54	5	box	PAPER, parchment	169.63			
55	1	book	RECORD BOOK, 300 PAGES	100.87			
56	1	book	RECORD BOOK, 500 PAGES	137.02			
57	8	pack	TOILET TISSUE PAPER, 2 ply	109.82			
58	8	bottle	HAND SANITIZER	93.59			
59	5	can	INSECTICIDE	153.30			
60	20	piece	BALLPEN	7.70			
61	1	unit	MULTIFUNCTION PRINTER	18,700.00			
62	2	pack	LAMINATING FILM	990.00			
63	7	roll	DOUBLE SIDED TAPE	38.50			
64	8	pack	PHOTO PAPER	88.00			
65	60	piece	CERTIFICATE HOLDER, A4	49.50			
66	1	unit	MICROPHONE	3,300.00			
67	100	piece	MEDAL, medium, Deped - 50pcs Gold, 10pcs Silver, 40pcs Bronze	44.00			
68	8	bottle	DISHWASHING LIQUID	58.30			
69	1	unit	STEEL FILING CABINET, vertical, 4 drawers	9,900.00			
70	50	ream	BOND PAPER, A4	203.50			
71	8	pack	PUSH PIN	44.00			

72	8	piece	DOOR MAT	66.00			
73	14	piece	GLUE STICK (FOR GLUE GUN)	8.80			
74	14	piece	MANILA PAPER	6.60			
75	7	unit	GLUE GUN	440.00			
			*** Nothing Follows ***				
TOTAL				108,793.60			

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