



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.:	FEB25 -
Office/End-User:	Cruz Lansado Saligan Integrated School	PR No.	2025 - 02 - JS01
Purpose:	Purchase for office supplies	Date:	January 28, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 10 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

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,

MARIBEL S. PALCA

BAC Chairman

Company Name:							
Address:							
Telephone No./ Fax No.							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
1	14	bottle	ALCOHOL, Ethyl, 500ml	50.43			
2	13	piece	BROOM (Walis Tambo)	124.80			
3	28	piece	DETERGENT BAR	9.34			
4	13	piece	DUST PAN	46.80			
5	13	can	FLOOR WAX, paste type, red	309.76			
6	13	bottle	GLUE, all-purpose	62.14			
7	15	box	STAPLE WIRE, standard	23.76			
8	13	roll	TAPE, transparent, 24mm	17.68			
9	14	piece	CORRECTION TAPE	13.50			
10	13	piece	CUTTER/UTILITY KNIFE, for general purpose	31.72			
11	1	box	ENVELOPE, Documentary, A4	829.92			
12	1	box	ENVELOPE, Documentary, legal	1,057.58			
13	14	piece	MARKER, Permanent, Black	8.27			
14	14	box	PAPER CLIP, vinyl/plastic coated, 33mm	8.82			
15	14	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	19.46			
16	3	box	PENCIL, lead/graphite, with eraser	44.71			
17	13	piece	PENCIL SHARPENER	236.08			
18	14	pair	SCISSORS, symmetrical/asymmetrical	65.52			
19	14	piece	STAPLER, standard type	197.60			
20	12	pack	CARTOLINA, assorted color	83.72			
21	208	ream	PAPER, MULTICOPY, A4	213.80			
22	56	ream	PAPER, MULTICOPY, LEGAL	232.96			
23	5	pack	TOILET TISSUE PAPER, 2ply	99.84			
24	48	piece	BALLPEN	7.00			
25	12	roll	DOUBLE SIDED TAPE	42.00			
26	15	box	PLASTIC FASTENER	55.00			
27	120	pack	MANILA PAPER	5.00			
			*** nothing follows ***				
TOTAL				79,791.69			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.

- Note:**
- Amount Below Php 50,000.00
 - * please attach MAYOR'S BUSINESS PERMIT (photocopy only)
 - 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

Contact Number/Email Address