



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, Maximino S. Laurete Sr. Central School	RFQ No.:	FEB25-007
Office/End-User:	Maximino S. Laurete Sr. Central School	PR No.	2025-02-007
Purpose:	Common Office Supplies for 1st Quarter of FY 2025	Date:	February 21, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is within 7 days from 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 February 26, 2025 at 8:00 A.M.

Very truly yours,

LOU E. PENARANDA

BAC Chair

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 of Awarding: "Per Item"							
1	20	bottle	GLUE, all-purpose	55.00			
2	20	roll	Plastic Tape/Scotch Tape/Transparent Tape, 3"	65.00			
3	2	box	STAPLE WIRE, standard	37.50			
4	4	piece	CORRECTION TAPE	22.00			

5	3	box	PAPER CLIP, vinyl/plastic coated, 33mm	10.00			
6	2	box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	24.00			
7	20	ream	PAPER, MULTIPURPOSE A4, 70gsm	180.00			
8	66	ream	PAPER, MULTIPURPOSE LEGAL, 70gsm.	200.00			
9	4	box	PAPER, parchment	350.00			
10	45	pack	Specialty Paper, A4, 200 gsm	42.00			
11	25	roll	Ribbons, cloth, 2" (assorted color)	250.00			
12	2	roll	Ribbons, cloth, 3" (assorted color)	350.00			
13	1	roll	Plastic Cover, Rubberized, thick	2,100.00			
14	20	bottle	Ink, Epson,664, Black	325.00			
15	10	bottle	Ink, Epson, 664, Cyan	330.00			
16	10	bottle	Ink, Epson, 664,Magenta	330.00			
17	10	bottle	Ink, Epson, 664, Yellow	330.00			
18	22	bottle	Ink, Epson,003, Black	325.00			
19	11	bottle	Ink, Epson, 003, Cyan	330.00			
20	11	bottle	Ink, Epson, 003,Magenta	330.00			
21	11	bottle	Ink, Epson, 003, Yellow	330.00			
22	2	bottle	Ink for Brother Printer, Black	420.00			
23	1	bottle	Ink for Brother Printer, Cyan	410.00			
24	1	bottle	Ink for Brother Printer, Magenta	410.00			
25	1	bottle	Ink for Brother Printer, Yellow	410.00			
			*** Nothing Follows ***				
TOTAL				68,291.00			

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)
- * **50,000.00 and SVP as Alternate Mode of Procurement only**
- * **Above 500,000.00 and SVP as Alternate Mode of Procurement only**

Signature Over Printed Name / Date

Contract Number/Email Address

