



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.:	FEB25-63
Office/End-User:	OSDS	PR No.	2025-02-63
Purpose:	For the improvement of Office furnitures and fixtures	Date:	February 20, 2025

TERMS and CONDITIONS:			
<p>1. All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder. Price quotation/s must be valid for a period of FIFTY(50) calendar days from the deadline of submission.</p> <p>2. Price Quotation/s shall be inclusive of all taxes, charges or fees. The following warranties must be complied by the Winning Bidder:</p> <p>1. From the time project construction commenced up to final acceptance, the contractor shall assume full responsibility for the following: a) any damage or destruction of the works except those occasioned by force majeure; and b) safety, protection, security, and convenience of his personnel, third parties, and the public at large, as well as the works, equipment, installation and the like to be affected by his construction work. 2. The contractor shall undertake the repair works, at his own expense, of any damage to the infrastructure on account of the use of materials of inferior quality, within ninety (90) days from the time the HoPE has issued an order to undertake repair. In case of failure or refusal to comply with this mandate, the Procuring Entity shall undertake such repair works and shall be entitled to full reimbursement of expenses incurred therein upon demand.</p> <p>3. Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.</p> <p>4. Failure to complete within the stipulated completion period shall subject the supplier to a penalty or liquidated damages of 1/10 1% per day of delay on items not delivered.</p> <p>5. Quotations submitted must be sealed. Payment shall be made after the completion of the project and upon the submission of the required document/s such as: Order slip/Billing Statement by the contractor.</p> <p>6. 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.</p> <p>7. Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.</p> <p>8. The RFQ, Contract and other related documents for the above-stated projects shall be deemed to form part of the contract.</p>			

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 24, 2025 at 10:00 A.M.

Very truly yours,

DIONESIO L. LIWAGON, JR., CESE
ASDS/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
1	1	lot	Assembly of Office File Shelves in Record's Office and Installation of 2-Way Glass Door in CID, SGOD, SDS and Record's Offices	150,007.66			
			Completion Period : 45 Calendar Days	-			
			*** Nothing Follows ***				
TOTAL				150,007.66			
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



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF OZAMIZ CITY

PROJECT: **ASSEMBLY OF OFFICE FILE SHELVES IN RECORD'S OFFICE AND INSTALLATION OF 2-WAY GLASS DOOR IN CID, SGOD, SDS AND RECORD'S OFFICES**

LOCATION: Division Office, IBJT Compound, Carangan, Ozamiz City

OWNER: Division of Ozamiz City

SUBJECT: **BILL OF QUANTITIES**

I.D. NO	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		GRAND TOTAL
				MATERIAL	LABOR	MATERIAL	LABOR	
1.00	Carpentry Works							
	File Shelves (2.4m x 2.4m; 10 rows, 8 columns)							
	MDF Board 18mm x 1220mm x 2440mm	pc	14.00					
	Wood veneer edge banding	roll	8.00					
	Bracket	pc	336.00					
	Wood screw	pc	1,000.00					
	Drawer Guide	set	4.00					
	Drawer Handle	pc	4.00					
	Sub-total:							
1.00	Doors and Windows							
	2-Way Glass Door, Aluminum Framing (Reuse existing glass)	set	4.00					
	Sub-total:							
I.	DIRECT COST							
II.	INDIRECT COST 22% of (I)							
III.	TAX 5% of (I+II)							
IV.	TOTAL CONSTRUCTION COST (I+II+III)							

Prepared by:

_____ Contractor