



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 | DepED, Division of Ozamiz City | RFQ No.: | FEB25-65 |
| Office/End- | SGOD,CID, OSDS | PR No. | 2025-02-65 |
| Purpose: | OSME for 1st Quarter of FY 2025 | Date: | February 20, 2025 |

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is 30 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 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 | 2 | piece | Mouse, Optical wireless, Branded with battery | 440.00 | | | |
| 2 | 2 | piece | USB Flash Drive 3.0, 32GB | 440.00 | | | |
| 3 | 1 | set | Ballpen PILOT G-Tec C3 0.3mm Tip Ball Pen Ball Pens Fine Point Pen 12 pcs (Black) | 792.00 | | | |
| 4 | 1 | piece | Floor Marking Tape | 220.00 | | | |
| 5 | 3 | piece | GLOSSY PHOTO PAPER A4 SIZE PACKS (20 sheets per pack)-235GSM | 302.50 | | | |
| 6 | 1 | BOX | PLASTIC FASTENER 50 PCS | 150.00 | | | |
| 7 | 3 | BOTTLE | BROTHER BT D60 BLACK INK | 390.00 | | | |
| 8 | 1 | BOTTLE | BROTHER BT D60 MAGENTA INK | 390.00 | | | |
| 9 | 1 | BOTTLE | BROTHER BT D60 YELLOW INK | 390.00 | | | |
| 10 | 1 | BOTTLE | BROTHER BT D60 CYAN INK | 390.00 | | | |
| 11 | 1 | Bottle | Brother BT-D60BK Ink Bottle (Black) | 390.00 | | | |
| 12 | 2 | piece | Ink Original Epson 003, Black | 295.00 | | | |
| 13 | 1 | piece | Heavy Duty Stapler HD 021 | 1,200.00 | | | |
| 14 | 30 | piece | Envelope, Brown, Long | 3.58 | | | |
| 15 | 29 | piece | Envelope, Brown, Short | 3.30 | | | |
| 16 | 10 | Piece | Permanent Marker, Fine Tip, Black | 50.00 | | | |
| 17 | 6 | piece | Ink Original Epson, 003 black | 330.00 | | | |
| 18 | 2 | piece | Ink Original Epson, 003 cyan | 330.00 | | | |
| 19 | 2 | piece | Ink Original Epson, 003 magenta | 330.00 | | | |

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|----|-----|--------|---|----------|--|--|--|
| 20 | 2 | piece | Ink Original Epson, 003 yellow | 330.00 | | | |
| 21 | 1 | box | Metal Fastener | 94.00 | | | |
| 22 | 6 | piece | Sign pen, medium tip, Green | 31.90 | | | |
| 23 | 2 | piece | Wood File Cabinet | 6,000.00 | | | |
| 24 | 1 | set | Coffee table | 4,000.00 | | | |
| 25 | 2 | can | Disinfectant Spray kills 99.9% Bacteria, 340g (half early morning and half Crisp Berry Lysol) | 450.00 | | | |
| 26 | 56 | piece | Feeds Sacks | 20.00 | | | |
| 27 | 21 | piece | Folder Long (white) | 7.00 | | | |
| 28 | 5 | 0 | TRASHBAG, SMALL | 24.00 | | | |
| 29 | 10 | 0 | TRASHBAG, MEDIUM | 40.00 | | | |
| 30 | 10 | 0 | JRT, 200m, 2 PLY | 210.00 | | | |
| 31 | 4 | Bottle | Ink Original Epson, 003 Black | 300.00 | | | |
| 32 | 2 | Bottle | Ink Original Epson, 003 Cyan | 330.00 | | | |
| 33 | 2 | Bottle | Ink Original Epson, 003 Magenta | 330.00 | | | |
| 34 | 2 | Bottle | Ink Original Epson, 003 Yellow | 330.00 | | | |
| 35 | 10 | Piece | Permanent Marker, Fine Tip, Black | 50.00 | | | |
| 36 | 3 | piece | Cloud Computing Services | 200.00 | | | |
| 37 | 2 | piece | Trash Bin, Min.8 liters, swing cover | 500.00 | | | |
| 38 | 3 | liter | Trash Bin, Min.15 liters,Step-Open Plastic | 106.00 | | | |
| 39 | 10 | pouch | Multi-purpose cleaner Ajax 1L rose fresh | 55.00 | | | |
| 40 | 5 | piece | Detergent Powder, flower scent, all purpose, 1kg | 15.00 | | | |
| 41 | 3 | piece | Rags, face towel, Cotton Yarn/microfiber | 260.00 | | | |
| 42 | 6 | piece | Brush for Toilet Bowl with container stand, Heavy Duty | 270.00 | | | |
| 43 | 10 | piece | Brush with long Handle for Toilet Floor | 35.00 | | | |
| 44 | 2 | piece | Brush, Hand brush/short Handle plastic for toilet walls | 235.00 | | | |
| 45 | 6 | piece | Pail (Orocac Green) | 150.00 | | | |
| 46 | 30 | bottle | Liquid Bleach, 1 Gallon | 40.00 | | | |
| 47 | 15 | gallon | Liquid Bleach, 1000ml | 270.00 | | | |
| 48 | 12 | bottle | Liquid Hand Soap, scented , 1gallon | 130.00 | | | |
| 49 | 5 | bottle | HAND SOAP, Liquid, 500ml, pump type antibacterial, safeguard | 60.00 | | | |
| 50 | 80 | piece | Muriatic Acid 500ml | 110.00 | | | |
| 51 | 3 | bottle | Tissue JRT, Big Roll, 2ply min. of 200m/roll | 160.00 | | | |
| 52 | 10 | piece | CLEANER, Toilet Bowl and Urinal, 1000mL with Nozzle | 136.24 | | | |
| 53 | 3 | piece | BROOM, Soft (Walis Tambo), with bamboo handle | 27.64 | | | |
| 54 | 15 | can | Dust pan with long handle | 125.90 | | | |
| 55 | 20 | piece | FURNITURE CLEANER, Aerosol type, 300mL | 15.00 | | | |
| 56 | 10 | can | Sand paper Champ c1000 | 139.36 | | | |
| 57 | 4 | piece | Insecticide, Odorless (not waterbase), 500ml | 100.00 | | | |
| 58 | 15 | bottle | Brushes for Spider Web, Extended Handle | 45.00 | | | |
| 59 | 5 | bottle | Dishwashing Liquid, min. 250ml | 170.00 | | | |
| 60 | 5 | gallon | Glass Cleaner Liquid Spray 500ml | 360.00 | | | |
| 61 | 15 | piece | Glass Cleaner, 1 Gallon | 15.00 | | | |
| 62 | 5 | bottle | Sponge Steel Wool 4 pcs per pack | 75.00 | | | |
| 63 | 25 | piece | Sprayer bottle 500ml capacity | 60.00 | | | |
| 64 | 15 | piece | Toilet Deodorizer, 100g | 50.00 | | | |
| 65 | 4 | piece | Doormat Rug | 22.78 | | | |
| 66 | 15 | piece | BROOM, Stick (Walis Ting-ting) | 190.00 | | | |
| 67 | 10 | bot | Air Freshener Gel, Min. 180g | 93.75 | | | |
| 68 | 15 | PACK | Liquid Sosa 500ml | 30.00 | | | |
| 69 | 15 | PACK | BATTERY, dry cell, size AA | 30.00 | | | |
| 70 | 10 | piece | BATTERY, dry cell, size AAA | 90.00 | | | |
| 71 | 4 | piece | Battery 9V Max Alkaline Heavy Duty | 370.00 | | | |
| 72 | 10 | pack | Battery 9v rechargeable | 1.00 | | | |
| 73 | 10 | pack | Battery AA Max Alkaline Heavy Duty 2s/pack | 110.00 | | | |
| 74 | 10 | piece | Battery AAA Max Alkaline Heavy Duty 2s/pack | 160.00 | | | |
| 75 | 10 | piece | Bulb LED Daylight Min. 11watts | 100.00 | | | |
| 76 | 10 | piece | Fluorescent Tube Big Slim | 80.00 | | | |
| 77 | 30 | pack | Fluorescent Tube small Slim | 30.00 | | | |
| 78 | 20 | piece | Specialty Paper 200gsm WorX Long for Property Card and Stock Card | 12.00 | | | |
| 79 | 6 | piece | Photopaper, Glossy A4 with 20 sheets per pack | 284.84 | | | |
| 80 | 10 | pcs | PHILIPPINE NATIONAL FLAG, 100% polyester | 15.00 | | | |
| 81 | 3 | can | Licealis 10ml U | 500.00 | | | |
| 82 | 8 | can | Air Freshener Glade automatic Spray | 250.00 | | | |
| 83 | 80 | pack | Air Freshener Refill for Glade automatic Spray | 19.50 | | | |
| 84 | 192 | bottle | Butter Coconut Biscuit 90g | 7.25 | | | |
| 85 | 30 | pack | Mineral Water Natures Spring 375ml | 35.00 | | | |

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|--------------|----|--------|--|-------------------|--|--|--|
| 86 | 40 | pack | Biscuits | 65.00 | | | |
| 87 | 16 | pack | Paper cups 6oz, 50pcs/pack | 20.00 | | | |
| 88 | 14 | pack | Stirrer 100pcs per pack | 25.00 | | | |
| 89 | 5 | piece | Tissue Pullnaps 2ply | 350.00 | | | |
| 90 | 6 | can | Rust Remover WD40 industrial (not quickly dry) | 110.00 | | | |
| 91 | 10 | bottle | Stain Remover, Wipeout | 65.00 | | | |
| 92 | 3 | gal | Varnish Natural | 580.00 | | | |
| 93 | 2 | piece | Tile Red | 40.00 | | | |
| 94 | 2 | piece | Paint Brush #2 | 90.00 | | | |
| 95 | 2 | piece | Paint Brush #3 | 100.00 | | | |
| 96 | 6 | piece | Paint Brush #7 | 90.00 | | | |
| 97 | 3 | piece | Roller Brush #8 | 90.00 | | | |
| 98 | 3 | piece | Roller Brush/ BabyRoller | 90.00 | | | |
| 99 | 3 | piece | Roller Brush #9 | 70.00 | | | |
| 100 | 4 | piece | Feather Duster | 150.00 | | | |
| 101 | 2 | piece | Chair (small) | 100.00 | | | |
| 102 | 2 | piece | Carburandum | 200.00 | | | |
| 103 | 5 | bottle | Ink Original Epson, 003 Black | 330.00 | | | |
| 104 | 5 | pc | White Plastic Eraser (Soft and Latex Free) | 20.00 | | | |
| 105 | 2 | bottle | White Glue. 250 grams | 70.00 | | | |
| 106 | 2 | box | Paper Fastener Coated (Plastic) | 42.00 | | | |
| 107 | 2 | pc | Documents File Box ((HARD) 11x16x12" (WxLxH) | 560.00 | | | |
| 108 | 3 | pack | Sticky Notes 3"x3" | 40.00 | | | |
| 109 | 3 | BOX | STAPLE WIRE, NO. 35 standard 26/6 | 43.00 | | | |
| 110 | 15 | PC | Envelope, Brown Long | 4.50 | | | |
| 111 | 5 | PC | Envelope, Expanded, Long, Assorted colors | 15.00 | | | |
| 112 | 15 | PC | Envelope, Brown A4 | 4.00 | | | |
| 113 | 5 | PC | Pencil No. 2 | 8.50 | | | |
| 114 | 3 | pc | Flash Drive 128GB | 650.00 | | | |
| 115 | 9 | pc. | Clear Book 60 pockets Legal Size | 198.00 | | | |
| 116 | 2 | pc. | Clear Book 20 pockets Legal Size | 40.00 | | | |
| 117 | 1 | bundle | Ring Binder Comb 12mm | 259.89 | | | |
| 118 | 2 | roll | Binding Duct Tape 3x25 meters | 240.00 | | | |
| 119 | 1 | bottle | Ink Original Epson L1800 (T673) light cyan | 535.00 | | | |
| 120 | 1 | bottle | Ink Original Epson L1800 (T673) magenta | 535.00 | | | |
| 121 | 2 | bottle | Ink Original Epson L1800 (T673) light magenta | 535.00 | | | |
| 122 | 1 | bottle | Ink Original Epson L1800 (T673) black | 555.00 | | | |
| 123 | 1 | PIECE | DATA FILE BOX/DATA FILER WITH COVER CHIPBOARD MATERIAL (DOUBLE SIZE 285MMX285MMX400MM | 506.00 | | | |
| 124 | 1 | PIECE | DESKTOP WIFI CAMERA CONNECT TO CELLPHONE WITH VOICE MINI WIRELESS | 500.00 | | | |
| 125 | 1 | PIECE | WIRELESS POWERPOINT PRESENTER CLICKER AND POINTER WITH LASER PPT PRESENTATION REMOTE CONTROL | 500.00 | | | |
| 126 | 1 | PIECE | BINDER FOLDER LONG WITH 4 RING | 200.00 | | | |
| 127 | 6 | PACK | BINDER FOLDER LONG WITH 4 RING REFILL | 195.00 | | | |
| 128 | 1 | PIECE | DATA FILE BOX/DATA FILER WITH COVER CHIPBOARD MATERIAL (SINGLE SIZE 5"11X5X16") | 506.00 | | | |
| 129 | 3 | PACK | SPECIALTY PAPER 90GSM LONG | 28.00 | | | |
| 130 | 1 | PACK | PVC BINDING COVER A4 100 PCS/PACK | 250.00 | | | |
| 131 | 2 | bottle | HP DESKJET GT 51 BLACK | 52.50 | | | |
| 132 | 2 | bottle | HP DESKJET GT 52 CYAN | 52.50 | | | |
| 133 | 2 | bottle | HP DESKJET GT 52 MAGENTA | 52.50 | | | |
| 134 | 2 | bottle | HP DESKJET GT 52 YELLOW | 52.50 | | | |
| 135 | 12 | ROLL | JRT TISSUE ROLL BIG 2 PLY | 10.00 | | | |
| | | | *** Nothing Follows *** | | | | |
| TOTAL | | | | 120,700.97 | | | |

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