



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
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REQUEST FOR QUOTATION

Procuring	PULOT ELEMENTARY SCHOOL	RFQ No.:	2025-02-0001
Office/End-User:		PR No.	2025-02-0001
Purpose:	To purchase Office Supplies Expense for the Month of February, 2025	Date:	2/6/2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 3 days from the 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 12, 2025 at 3:00 pm.

Very truly yours,


CHARITY B. VILAN
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:							
1	3	unit	Printer, Ecotank All-in-1 tank L3210	9,500.00			
2	2	unit	Steel Cabinet, 4 drawers	10,500.00			
3	1	unit	Computer Deskstop	27,000.00			
4	2	unit	Calculator	600.00			
5	16	bottle	Ink Original, Epson 003 Black	350.00			
6	16	bottle	Ink Original, Epson 003 Cyan	350.00			
7	16	bottle	Ink Original, Epson 003 Magenta	350.00			
8	16	bottle	Ink Original, Epson 003 Yellow	350.00			
9	1	unit	Stapler, Heavy duty	1,200.00			
10	20	piece	Brown Envelop, Expanded	20.00			
11	1	pack	WorX (10pcs in a pack)	90.00			
12	50	piece	Folder, Long	11.00			
13	50	piece	Folder White, A4	5.00			
14	5	box	Paper Clip, 50mm Jumbo	30.00			
15	5	box	Paper Clip, small	20.00			
16	4	bottle	Glue, 130ml	60.00			
17	3	box	Binder Clip, small	100.00			
18	3	box	Binder Clip, medium	200.00			
19	3	box	Binder Clip, large	400.00			
20	1	pack	Sticker Paper Mat, 4A 20's/pack	165.00			
21	20	box	Staple Wire No. 35	209.00			
22	18	piece	Scissors, Heavy Duty	150.00			
*** Nothing Follows***							
TOTAL				112,225.00			

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

Note:

DOCUMENTARY REQUIREMENTS: