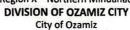


Republic of the Philippines Department of Education Region X – Northern Mindanao





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	PULOT ELEMENTARY SCHOOL	RFQ No.:	2025-02-0001	
Office/End-User:		PR No.	2076-02-0001	
Purpose:	To purchase Office Supplies Expense for the Month of February, 2025	Date:	2/6/2025	

TERMS and CONDITIONS:

- 1. All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- 2. Delivery period within _________ from the receipt of Purchase Order and delivered goods/services must be in accordance to accepted offer of the bidder.
- 3. Avoid quoting if stocks are not available within the period stipulated.
- 4. Price Quotation/s shall be inclusive of all taxes, charges or fees.
- 5. 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.
- 6. Price validity shall be for a period of Forty Five (45) calendar days.
- 7. Bidders shall submit original brochures showing certifications of the product, if applicable.
- 8. Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.
- 9. Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to comform the compliance with the technical specifications.
- 10. 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.
- 11. Quotations submitted must be sealed.
- 12 Payment shall be made after the delivery/activity and upon the submisson 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.
- 13. Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.
- 14. The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.

Very truly yours,
Sw.
CHARITY . VILAN
BAC Chairman

Compan	y Name:						
Address					THE RESERVE AND ADDRESS OF THE PARTY OF THE		
PhilGEPS	Reg. No	umber					
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
Manner	/Mode	of Award	ling:				
1	3	unit	Printer, Ecotank All-in-1 tank L3210	9,500.00			
2	2	unit	Steel Cabinet, 4 drawers	10,500.00			
1 1 1			Committee Desirates	27 222 22	The second second second		

L William Co.	Annual Control of the	Marin Control		A CONTRACTOR OF THE PARTY OF TH	Specifications	A STATE OF THE PARTY OF THE PAR	Carlo all property and
Manne	/Mode o	f Award	ing:				
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			Manager and
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		Annual Control of the	
22	18	piece	Scissors, Heavy Duty	150.00			
			*** Nothing Follows***				
		Charles and	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.

DOCUMENTARY REQUIREMENTS:

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