



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

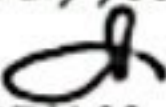
Procuring	DEPED OZAMIZ	RFQ No.:	2025-02-0001
Office/End-User:	FELIPE CARREON CS	PR No.	2025-02-0001
Purpose:	Purchase of OFFICE SUPPLIES FOR FEBRUARY 2025	Date:	

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 5 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
- 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

Very truly yours,


CHERRY M. DOMINO
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	2	piece	PHILIPPINE NATIONAL FLAG	313.32			
2	10	box	STAPLE WIRE, heavy duty (binder type), 23/13	40.04			
3	2	pack	FOLDER with tab, A4	417.56			
4	3	set	MARKER, Fluorescent	34.22			
5	3	box	PAPER CLIP, vinly/plastic coated, 33mm	9.70			
6	3	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	21.41			
7	1	box	RUBBER BAND No. 18	148.72			
8	3	piece	STAMP PAD, felt	43.91			
9	2	piece	STAPLE REMOVER, plier-type	51.16			

10	2	piece	TAPE DISPENSER, table top	85.34			
11	10	pack	CARTOLINA, assorted colors	92.09			
12	150	ream	PAPER, MULTICOPY A4	235.18			
13	80	ream	PAPER, MULTICOPY LEGAL	256.26			
14	10	box	PAPER, parchment	169.63			
15	5	book	RECORD BOOK, 300 PAGES	100.87			
16	10	pack	TOILET TISSUE PAPER, 2 ply	109.82			
17	2	roll	LAMINATING FILM	907.50			
18	5	pack	STICKER PAPER	60.50			
19	72	bottle	BLEACHING SOLUTION	71.50			
20	20	piece	CERTIFICATE HOLDER	53.90			
21	45	bottle	Epson Ink 003 black	341.00			
22	35	bottle	Epson Ink 003 yellow	341.00			
23	35	bottle	Epson Ink 003 magenta	341.00			
24	35	bottle	Epson Ink 003 cyan	341.00			
			*** Nothing Follows ***				
TOTAL				122,102.41			

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

Note:

DOCUMENTARY REQUIREMENTS:

- MAYOR'S BUSINESS PERMIT (photocopy only) Signature Over Printed Name / Date
- Certificate of Registration (BIR 2303) (Photocopy only)
- DTI/SEC Certificate/(photocopy only) Contract Number/Email Address
- 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