



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.:	MAR25 -
Office/End-User:	Montol National High School	PR No.	2025 - 03 -
Purpose:	To purchase other supplies for the office and classroom use.	Date:	March 07, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 10 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 Date and Time.

Very truly yours,


SHIELA D. CARTAJENAS
Teacher - 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: Per Item							
1	1	set	CCTV, 8 cameras with VCR, monitor, cables & router	45,000.00			
2	1	set	Amplifier with Speaker	15,000.00			
3	2	piece	Microphone, wired	1,200.00			
4	5	can	Compressed Air, Can Air Duster (for computers)	350.00			
5	5	pack	PC Microfiber Cloth	250.00			
6	1	unit	Portable Vacuum Cleaner (for computers)	2,000.00			
7	1	piece	Whiteboard with Stand	1,200.00			
8	2	piece	Laboratory Gown	300.00			
9	2	piece	Medicine Cabinet	700.00			
10	1	unit	Swivel Chair	4,000.00			
11	3	bottle	Denatured Alcohol	40.00			
12	50	piece	Plastic Chairs, monobloc	450.00			
13	20	piece	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	300.00			
14	35	piece	Data Filer	170.00			
15	60	piece	Expanded Folder, colored, legal, 6 colors	15.00			
16	2	piece	Stapler #35, heavy duty	200.00			
17	12	piece	Curtain, 2 sets - 6pc per set	500.00			
18	3	piece	Gun Tacker	800.00			
19	1	unit	Steel Cabinet, 4 drawer	9,000.00			
20	1	unit	Wall Fan, stainless, 18"	2,000.00			
21	2	unit	Stand Fan, stainless, 56"	4,000.00			

22	1	unit	Universal Power Supply (UPS)	4,000.00			
23	3	piece	Solar Power Light 100w	2,900.00			
24	1	unit	Digital Clock	2,500.00			
25	2	unit	Television Set, smart	13,000.00			
26	8	piece	Soft Broom	200.00			
27	2	piece	Feather Duster	60.00			
28	1	unit	Cellphone, keypad	1,000.00			
29	2	piece	Water Tub	200.00			
			For SDRRM:				
30	2	set	Handheld Radio	1,800.00			
31	1	piece	Tent	6,000.00			
32	1	roll	Rope #16, nylon, yellow	1,300.00			
33	1	unit	Portable Chain Saw	4,000.00			
34	2	piece	Raincoat	300.00			
			*** Nothing Follows ***				
TOTAL				197,690.00			

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

Note:

DOCUMENTARY REQUIREMENTS:

- * 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