



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:	Pershing Tan Queto Sr. Elementary School	PR No.	2025 - 03 -
Purpose:	To purchase materials for the various projects of the school	Date:	March 20, 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,

LLUWYN P. TAMPARONG
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	25	piece	Marine Plywood #3/4	1,250.00				
2	10	piece	Marine Plywood #1/4	550.00				
3	5	can	Wood Filler Putty	240.00				
4	5	can	Wood Glue	195.00				
5	4	kilo	Finishing Nails #2	120.00				
6	7	gallon	Paint, enamel, white, flat	760.00				
7	10	sheet	Sand Paper #120	12.00				
8	10	sheet	Sand Paper #800	15.00				
9	8	gallon	Paint Enamel, choco brown, semi-gloss	590.00				
10	3	piece	Paint Roller #4	35.00				
11	3	piece	Paint Roller #2	30.00				
12	2	piece	Paint Roller #7	95.00				
13	2	piece	Paint Tray	60.00				
14	2	piece	Paint Brush #2	30.00				
15	15	bottle	Paint Thinner	40.00				
16	2	sheet	Formica, white	1,800.00				
17	1	gallon	Contact cement	800.00				
18	120	piece	Square Bar 9mm	250.00				
19	16	piece	Flat Bar 1 x 1/8	260.00				
20	20	kilo	Welding Rod	100.00				
21	20	piece	Cutting Disc	60.00				

22	4	gallon	Red Lead	550.00			
23	4	gallon	Paint, latex, green	900.00			
24	4	piece	Paint Brush #1	25.00			
			*** Nothing Follows ***				
TOTAL				98,540.00			

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