



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 Office/End-User:	DEPARTMENT OF EDUCATION ANDREA D. COSTONERA ELEMENTARY SCHOOL	RFQ No.:	2025-04-0001
Purpose:	TO PROCURE OFFICE SUPPLIES FOR IM'S & GRADUATION USE.	PR No.	2025-04-0001
		Date:	March 31, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period within 15 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 April 4, 2025 @ 2:30p.m.

Very truly yours,

CRISTILLE C. DENING
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
1	17	box	STAPLE WIRE, standard	26.14			
2	40	ream	PAPER, MULTICOPY A4	235.18			
3	20	ream	PAPER, MULTICOPY LEGAL	256.26			
4	200	piece	CERTIFICATE HOLDER	50.82			
5	7	set	Colored Plastic Balls, Small 100's	440.00			
6	40	bottle	Ink Original Epson, 003 Black	330.00			
7	100	piece	Medal DepED-KAGAWARAN XL (Gold, Silver, Bronze)	96.80			
8	25	piece	Medal DepED-KAGAWARAN LARGE (Gold, Silver, Bronze)	78.65			
9	20	pack	Paper Parchment, A4, 10's	49.50			
10	20	roll	Paper Tape 48mm	44.00			
11	17	piece	SCISSORS, BIG, HEAVY DUTY	145.20			
12	17	piece	STAPLER Standard ,HEAVY DUTY	484.00			
13	20	roll	Tape Transparent/Scotch Tape/Plastic Tape, 2 inches	71.50			
14	20	pack	Specialty Paper 200 gsm, A4 10's	66.55			
TOTAL				68,394.28			

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