



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**

<b>Procuring</b>	DepEd, Division of Ozamiz City	<b>RFQ No.:</b>	2025-03-003
<b>Office/End-User:</b>	Malaubang Integrated School-MOOE JHS	<b>PR No.</b>	2025-03-003
<b>Purpose:</b>	Purchase of Common/Office Supplies for the 1st and 2nd	<b>Date:</b>	March 10, 2025

<b>TERMS AND CONDITIONS:</b>			
<ol style="list-style-type: none"> <li>All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.</li> <li><b>Delivery period within 3 days from the receipt of Purchase Order and delivered goods/services must be in accordance to accepted offer of the bidder.</b></li> <li>Avoid quoting if stocks are not available within the period stipulated.</li> <li>Price Quotation/s shall be inclusive of all taxes, charges or fees.</li> <li>Warranty security shall be for a minimum of <b>three (3) months for expendable supplies and 1 year for non-expendable supplies</b> from date of acceptance by the end-user.</li> <li>Price validity shall be for a period of Forty Five (45) calendar days.</li> <li>Bidders shall submit original brochures showing certifications of the product, if applicable.</li> <li>Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.</li> <li>Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform the compliance with the technical specifications.</li> <li>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.</li> <li>Quotations submitted must be <b>sealed</b>.</li> <li>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. <b>Please take note that corresponding bank transfer fees, if any, shall be chargeable to the account of the supplier/contractor.</b></li> <li>Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.</li> <li>The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.</li> </ol>			

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 \_\_\_\_\_.

Very truly yours,

  
**GLORILYN A. LACRE**  
BAC Chairman

<b>Company Name:</b>							
<b>Address:</b>							
<b>PhilGEPS Reg. Number</b>							
Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
<b>Manner/Mode of Awarding:</b>							
1	37	bottle	GLUE, all-purpose	62.14			
2	40	piece	EXPANDED ENVELOPE, LEGAL	30.00			
3	100	piece	FOLDER, A4	7.00			
4	4	Unit	SMART TELEVISION 42"	15000.00			
5	10	bottle	INK ORIGINAL EPSON, 003 CYAN	330.00			
6	10	bottle	INK ORIGINAL EPSON, 003 MAGENTA	330.00			
7	10	bottle	INK ORIGINAL EPSON, 003 YELLOW	330.00			
8			***Nothing Follows***				
<b>TOTAL</b>				<b>74,099.18</b>			

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**

\_\_\_\_\_  
Signature Over Printed Name / Date

\_\_\_\_\_  
Contract Number/Email Address