



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, Division of Ozamiz City	RFQ No.:	MAR25-64
Office/End-	SGOD,CID, OSDS	PR No.	2025-02-64
Purpose:	Office Supplies for 1st Quarter of FY 2025	Date:	March 13, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is 30 days from 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 **March 17, 2025 at 10:00 A.M.***

Very truly yours,

DIONESIO L. LIWAGON, JR., CESE

ASDS/BAC Chair

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	12	gallon	ALCOHOL, Ethyl, 1 Gallon	357.09			
2	26	bottle	ALCOHOL, Ethyl, 500 mL	50.43			
3	82	piece	BALLPEN	7.00			
4	5	bundle	BINDING RING/COMB, plastic, 32 mm	259.89			
5	4	piece	BROOM (Walis Tambo)	124.80			
6	1	unit	CALCULATOR, Compact	235.77			
7	40	piece	CERTIFICATE HOLDER	40.00			
8	0	box	CHALK, white enamel	32.97			
9	32	bottle	CLEANER, Toilet Bowl and Urinal	41.60			
10	4	plastic	CLEANSER, Scouring Powder	23.92			
11	1	piece	CLEARBOOK, A4 size	35.16			
12	5	piece	CLEARBOOK, Legal size	36.36			
13	13	box	CLIP, backfold, 19mm	9.36			
14	20	box	CLIP, backfold, 25mm	15.60			

15	17	box	CLIP, backfold, 32mm	33.28			
16	15	box	CLIP, backfold, 50mm	60.32			
17	1	unit	COMPUTER MOUSE, Wireless	161.92			
18	67	piece	CORRECTION TAPE	13.50			
19	5	piece	CUTTER/UTILITY KNIFE, for general purpose	31.72			
20	14	piece	DATA FILE BOX	145.89			
21	0	piece	DETERGENT BAR	9.34			
22	14	pouch	DETERGENT POWDER, all purpose	54.08			
23	18	can	DISINFECTANT SPRAY	139.89			
24	2	box	DISPOSABLE GLOVES	100.00			
25	1	unit	DOCUMENT SCANNER	3,000.00			
26	4	piece	DOOR MAT	100.00			
27	8	roll	DOUBLE SIDED TAPE	74.82			
28	4	piece	DUST PAN	46.80			
29	5	piece	ENVELOPE, Expanding, Plastic	30.49			
30	3	box	ENVELOPE, Mailing	432.52			
31	1	unit	EXTERNAL HARD DRIVE	3,014.96			
32	7	box	FASTENER	94.64			
33	2	piece	FILE ORGANIZER, expanding, plastic, legal	90.20			
34	1	piece	FLASH DRIVE	152.74			
35	2	pack	FOLDER with tab, Legal	413.92			
36	2	pack	FOLDER, L-type, A4	200.28			
37	4	pack	FOLDER, L-type, Legal	249.08			
38	8	can	FURNITURE CLEANER	141.39			
39	5	bottle	GLUE, all-purpose	62.14			
40	9	bottle	HAND SANITIZER	85.08			
41	26	bottle	HAND SOAP, liquid, 500mL	42.95			
42	7	bottle	INK, for stamp pad	28.79			
43	9	can	INSECTICIDE	139.36			
44	11	pack	LAMINATING FILM	56.50			
45	3	set	MARKER, Flourescent	31.11			
46	4	piece	MARKER, Permanent, Black	8.27			
47	1	piece	MARKER, Permanent, Blue	8.27			
48	1	unit	MOP BUCKET	2,288.00			
49	10	pad	NOTEPAD, stick-on, 50mm x 76mm	37.06			
50	7	pad	NOTEPAD, stick-on, 76mm x 100mm	59.28			
51	5	pad	NOTEPAD, stick-on, 76mm x 76mm	52.00			
52	1	piece	OFFICE CHAIR	4,000.00			
53	7	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	19.46			
54	74	ream	PAPER, MULTICOPY A4	213.80			
55	34	ream	PAPER, MULTICOPY LEGAL	232.96			
56	85	ream	PAPER, MULTIPURPOSE A4	137.74			
57	28	ream	PAPER, MULTIPURPOSE LEGAL	158.91			
58	43	pack	PHOTO PAPER	78.73			
59	16	box	PLASTIC FASTENER	68.75			
60	2	pack	PUSH PIN	72.00			
61	7	kilo	RAGS	69.47			
62	15	book	RECORD BOOK, 300 PAGES	91.70			
63	15	book	RECORD BOOK, 500 PAGES	124.56			
64	5	box	RUBBER BAND No. 18	135.20			
65	2	pair	SCISSORS, symmetrical/asymmetrical	65.52			
66	10	pack	SCOURING PAD	85.63			
67	81	piece	SIGN PEN, Extra Fine Tip, Black	22.20			
68	74	piece	SIGN PEN, Extra Fine Tip, Blue	22.20			
69	34	piece	SIGN PEN, Fine Tip, Black	44.72			
70	41	piece	SIGN PEN, Fine Tip, Blue	44.72			
71	50	piece	SIGN PEN, Medium Tip, Black	57.20			
72	33	piece	SIGN PEN, Medium Tip, Blue	57.20			
73	3	piece	STAPLE REMOVER, plier-type	46.51			
74	6	box	STAPLE WIRE, heavy duty (binder type), 23/13	36.40			
75	42	box	STAPLE WIRE, standard	23.76			
76	3	unit	STAPLER, heavy duty (binder)	693.15			
77	3	piece	STAPLER, standard type	197.60			

78	24	pack	STICKER PAPER	25.00			
79	1	piece	TAPE DISPENSER, table top	77.58			
80	3	roll	TAPE, electrical	19.45			
81	1	roll	TAPE, masking, 24mm	55.68			
82	4	roll	TAPE, masking, 48 mm	121.16			
83	5	roll	TAPE, packaging, 48 mm	22.36			
84	18	roll	TAPE, transparent, 24mm	17.68			
85	3	roll	TAPE, transparent, 48 mm	22.57			
86	8	pack	TISSUE, INTERFOLDED PAPER TOWEL	33.80			
87	33	pack	TOILET TISSUE PAPER, 2 ply	99.84			
88	43	roll/pack	TRASHBAG, Large size	59.28			
89	22	roll/pack	TRASHBAG, XL size	92.56			
90	10	roll/pack	TRASHBAG, XXL size	130.00			
91	1	roll	TWINE, plastic	66.62			
92	2	unit	UNINTERRUPTIBLE POWER SUPPLY	2,000.00			
93	1	piece	WHITE BOARD	2,500.00			
			*** Nothing Follows ***				
TOTAL				128,256.36			
<i>After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.</i>							

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