



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.:	2025-03-023
Office/End-User:	MISAMIS ANNEX INTEGRATED SCHOOL - JHS	PR No.:	2025-03-023
Purpose:	Purchase of supplies for the teachers teaching materials.	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 within **5 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 **March 13, 2025**.

Very truly yours,

DAVE D. MANILI
HT-III/ 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:							
OFFICE SUPPLIES							
1	5	box	CHALK, white enamel	32.97			
2	1	box	CLIP, backfold, 19mm	9.36			
3	1	box	CLIP, backfold, 25mm	15.60			
4	1	box	CLIP, backfold, 32mm	33.28			
5	1	box	CLIP, backfold, 50mm	60.32			
6	40	piece	CORRECTION TAPE	22.00			
7	30	piece	CUTTER/UTILITY KNIFE, for general purpose	31.72			
8	30	piece	DATA FILE BOX	145.89			
9	1	box	ENVELOPE, Documentary, legal,	1,187.00			
10	5	box	ENVELOPE, Expanding, Kraft, 50's	900.00			
11	1	box	ENVELOPE, Mailing	432.52			
12	30	piece	ERASER, felt, for blackboard/whiteboard	14.48			
13	0	box	FASTENER	94.64			
14	4	pack	FOLDER with tab, A4	340.00			
15	4	pack	FOLDER with tab, Legal	340.00			
16	25	set	MARKER, Flourescent	31.11			
17	25	piece	MARKER, Permanent, Black	60.00			
18	25	piece	MARKER, Whiteboard, Black	60.00			
19	30	box	PAPER CLIP, vinly/plastic coated, 33mm	8.82			
20	30	box	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	19.46			
21	2	box	PENCIL, lead/graphite, with eraser	60.00			
22	1	piece	PENCIL SHARPENER	300.00			
23	5	piece	PUNCHER, paper, heavy duty	300.00			
24	20	pack	PHOTO PAPER, A4 High-Quality printing (double sided)	170.00			
25	20	pack	PHOTO PAPER, A4 High-Quality Printing, Matte	140.00			
26	1	unit	MICROPHONE, Wired, 8meters, Heavy Duty quality	1,700.00			
27	40	piece	MEDAL, 6CM with lace (DepEd)	50.00			
28	10	piece	PADLOCK, Brass Heavy Duty	290.00			
29	18	bottle	Ink Original for Epson Printer, Black 003	330.00			
30	25	piece	Envelope, Expandable, Long	22.00			
31	300	piece	Folder, White, Legal	8.50			
32	2	can	Glass Cleaner Liquid spray 500ml	220.00			
33	5	piece	Bulb LED min. 15 watts	340.00			
34	40	pack	Parchment Paper, A4size, 85-90 gsm, Acid Free	40.00			
35	100	pack	Specialty Paper, A4 size, 90gsm 10pcs/pack (pale cream)	30.00			
36	10	pack	PIN (pokpok)	15.00			
37	10	box	THUMBTRACKS	30.00			
38	20	roll	DOUBLE SIDED TAPE, 1x10m	30.00			
39	4	roll	RIBBON, Ethnic Cloth, 2"	300.00			
Nothing Follows							
TOTAL				53,141.78			

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