



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 Entity:</b>	DepED, Division of Ozamiz City	<b>RFQ No.:</b>	MAY25 -
<b>Office/End-User:</b>	Pershing Tan Queto Sr. Elementary School	<b>PR No.</b>	2025 - 05 -
<b>Purpose:</b>	To purchase materials for the various projects of the school	<b>Date:</b>	April 30, 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

<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: Per Item</b>							
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 ***				
<b>TOTAL</b>				<b>98,540.00</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 only**

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*Signature Over Printed Name / Date*

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*Contract Number/Email Address*