



Republic of the Philippines
Department of Education
Region 8 - Northern Mindanao
DIVISION OF OZAMIZ CITY
City of Ozamiz
BUT Compound, Laranza, 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	REQ No.:	
Office/End User:	Laboratory Elementary School	PR No.:	2025-04-00
Purpose:	Repair and Maintenance	Date:	04-2025

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 RA 9184 and its 2016 revised IRR.
- The Bidding 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,

JESSUP T. MANZA
BAC CHAIRMAN

Company Name:	
Address:	
PHIGEPS Reg. Number	

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
Manner/Mode of Awarding:							
1	30	pc	Plywood Ordinary 1/2	1,350.00			
2	2	kl	Common nails #1	95.00			
3	2	kl	Common nails #2	95.00			
4	10	pc	G.I. sheets	350.00			
5	1	can	Vulcaseal,Big	85.00			
6	20	length	Good Lumber 2x2	85.00			
7	20	length	Good Lumber 2x3	95.00			
8	10	pc	G.I roofing sheet	329.00			
9	50	pc	Plywood Ordinary 1/4	462.00			
10	5	gallon	Paint,Enamel,white	721.00			
11	1	gallon	Paint thinner	509.00			
12	5	pc	Paint roller 4"	59.00			
13	2	kl	Common nails 1"	85.00			
14	2	kl	Common nails 1 1/2"	75.00			
15	2	kl	Common nails 2"	80.00			
16	3	kl	Common nails 3"	75.00			
17	3	kl	Common nails 4"	64.00			
18	3	qrl	vulcaseal	668.00			
19	40	meter	PDX wire #4	53.00			
20	10	kl	umbrella nails 2"	128.00			
21	30	pc	Good Lumber 2x6x12	300.00			
22	100	pc	Good Lumber 2x3x10	125.00			
23	50	pc	Good Lumber 2x2x8	100.00			
			nothing follows				
TOTAL				111,665.00			

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

