



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	DepED, Division of Ozamiz City	RFQ No.:	MAY25-146
Office/End-	SGOD-SHS	PR No.	2025-05-146
Purpose:	Common Office Supplies for the School-Based Feeding Program (SBF) documentation and reporting purposes	Date:	May 15, 2025

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- Delivery period is 20 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. **Warranty security shall be in a form of either Retention Money of Special Bank Guarantee.**
Warranty Security Amount Threshold:
 - Php 0.00 – Php 5,000.00 = 1%
 - Php 5,001.00 – Php 10,000.00 = 2%
 - Php 10,001.00 – Php 15,000.00 = 3%
 - Php 15,001.00 – Php 20,000.00 = 4%
 - Php 20,001.00 – Above = 5%
- 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 May 19, 2025 at 5:00 P.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	350	ream	PAPER, multi-Purpose (COPY) A4, 70 gsm	197.62			
2	5	ream	PAPER, Multicopy short	158.00			
3	1	pc	Portable hard drive 1TB	3,000.00			
4	200	pcs	Folder long white	8.00			
5	5	pc	NOTE PAD, stick on, 76mm x 100mm	60.32			
6	50	pc	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	23.92			
7	10	roll	Twine plastic, one kilo per roll	70.72			

8	5	pc	NOTE PAD, stick on, 50mm x 76mm	39.52			
9	24	pc	Cartolina, assorted color	7.54			
10	5	pc	Record Book 300 pages	72.80			
11	5	roll	TAPE, ELECTRICAL, 18mm x 16M min	19.45			
12	5	roll	TAPE, TRANSPARENT, width: 48mm (+ 1 mm)	23.92			
13	5	bot	Glue, all purpose gross wt 200 grams min	74.86			
14	25	boxes	Paper vinyl 33mm	23.92			
15	25	pc	CORRECTION TAPE, film base type, UL 6m min	17.68			
16	25	pcs	TAPE, TRANSPARENT, width: 24mm (+ 1 mm)	11.40			
17	60	pcs	Marker permanent black	15.60			
18	25	packs	Photo paper 20's	100.00			
19	25	packs	Worx specialty paper A4 size 100 sheets/pack	60.00			
20	1	pc	PowerPoint clicker	2,000.00			
21	10	packs	BATTERY, dry cell, AAA 2 pieces per blister pack branded	35.00			
22	10	packs	BATTERY, dry cell, AA 2 pieces per blister pack branded	28.00			
23	1	pc	stamp pad	131.00			
24	10	pcs	Whiteboard marker, black	10.50			
25	10	pcs	Marker, flourescent (different colors)	15.60			
26	25	boxes	Clip backfold 32mm	27.08			
27	2	boxes	Rubber band 18	200.00			
28	5	boxes	Clip backfold 25mm	19.00			
29	12	boxes	Fastener	74.52			
30	10	pc	Stapler standard type	47.65			
31	48	pc	Certificate holder long size (black)	50.00			
			*** Nothing Follows ***				
TOTAL				92,321.25			
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)
- * Certicate 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