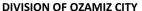


## Republic of the Philippines Department of Education Region X – Northern Mindanao





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.:	2025-05-0019
Office/End-User:	SANCHO V. CAPA INTEGRATED SCHOOL - JHS	PR No.	2025-05-0019
Purpose:	Purchase of other supplies and materials expenses	Date:	May 06, 2025

## TERMS and CONDITIONS:

- 1. All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
- 2. Delivery period within \_\_\_\_5-10 days \_\_ from the receipt of Purchase Order and delivered goods/services must be in accordance to accepted offer of the bidder.
- 3. Avoid quoting if stocks are not available within the period stipulated.
- 4. Price Quotation/s shall be inclusive of all taxes, charges or fees.
- 5. 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.
- 6. Price validity shall be for a period of Forty Five (45) calendar days.
- 7. Bidders shall submit original brochures showing certifications of the product, if applicable.
- 8. 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 comform the compliance with the technical specifications.
- 10. 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.
- 11. Quotations submitted must be sealed.
- 12 Payment shall be made after the delivery/activity and upon the submisson 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.
- 13. Procuring Entity may terminate and contract anytime in accordance with the grounds provided under R.A 9184 and its 2016 revised IRR.
- 14. The RFQ, Purchase Order and other related documents for the above-stated projects shall be deemed to form part of the contract.

signed by your representative not later than				
Very truly yours,  LORETA A. OMOD ANG  BAC CHAIRMAN				
Company Name:				
Address:				
PhilGEPS Reg. Number				

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

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand/Model and Specifications	Unit Price	Total Price
Manner	/Mode of	Awardin	g: per item				
1	42	bottle	Epson Ink, 003, black	300.00			
2	18	bottle	Epson Ink, 003, cyan	330.00			
3	18	bottle	Epson Ink, 003, yellow	330.00			
4	18	bottle	Epson Ink, 003, magenta	330.00			
5	21	pack	Specialty Paper, short, 180gsm, 10's	35.00			
6	140	box	Floorwax, red dye	23.00			
7	5	unit	Printer 3in1 (print, photocopy, scan)	10,000.00			
			*** Nothing Follows ***				
TOTAL			84,375.00				

 $After \ having \ carefully \ read \ and \ accepted \ your \ General \ Conditions, \ I/We \ quote \ you \ on \ the \ item(s) \ at \ prices \ noted \ above.$ 

Note:	DOCUMENTARY REQUIREMENTS:	
	* MAYOR'S BUSINESS PERMIT (photocopy only)	Signature Over Printed Name / Date
	* Certicate of Registration (BIR 2303) (Photocopy only)	
	* DTI/SEC Certificate/(photocopy only)	Contract Number/Email Address
	* Omnibus Sworn Statement (photocopy only) - Above 50,000.00	

 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