



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>	JUN25-169
<b>Office/End-User:</b>	OSDS- Budget and Finance	<b>PR No.</b>	2025-06-169
<b>Purpose:</b>	For REGIONAL WORKSHOP ON THE RECONCILIATION OF ACCOUNTS AND THE PREPARATION OF CY 2025 MID YEAR FINANCIAL REPORTS.	<b>Date:</b>	June 17, 2025

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
  - Delivery period is within 10 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 June 20, 2025 at 10:00 A.M.**

Very truly yours,

**DIONESIO L. LIWAGON, JR., CESE**

ASDS/BAC Chair

<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
1	138	piece	Training Kit: Inclusions: Gym bag, customize notebook with pen, personalized tag and gym towel	1,000.00			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>138,000.00</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**

\_\_\_\_\_  
Signature Over Printed Name / Date

\_\_\_\_\_  
Contract Number/Email Address