



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**

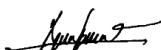
<b>Procuring Office/End-User:</b>	DepED /DOMINGO A. BARLOA INTEGRATED SCHOOL	<b>RFQ No.:</b>	JULY25-020
<b>Office/End-User:</b>	DOMINGO A. BARLOA INTEGRATED SCHOOL	<b>PR No.</b>	2025-07-022
<b>Purpose:</b>	For purchases of Common supplies for 3rd quarter of 2025.	<b>Date:</b>	July 3, 2025

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
2. **Delivery period is 5 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.
9. Delivered goods shall be inspected upon the date/period stipulated and shall be acknowledged to conform 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 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.**
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.

**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 July 8, 2025 at 8:30 A.M.**

Very truly yours,

  
**ANA MARGIET B. BARRIENTOS**  
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:</b>							
1	16	piece	BROOM (Walis Tambo)	120.00			
2	16	pouch	DETERGENT POWDER, all purpose	54.08			
3	16	can	FLOOR WAX, paste type, red	290.00			
4	17	box	STAPLE WIRE, standard	38.00			
5	16	roll	TAPE, transparent, 48 mm	31.00			
6	16	piece	PUNCHER, paper, heavy duty	153.92			
7	16	piece	STAPLER, standard type	197.60			
8	100	ream	PAPER, MULTICOPY A4, 70 gsm	190.00			

9	50	ream	PAPER, MULTICOPY LEGAL, 70 gsm	210.00			
10	4	box	Paper Fastener, plastic	37.50			
11	34	bottle	Ink, Epson Genuine, 003 Black	275.00			
12	17	bottle	Ink, Epson Genuine, 003 Cyan	275.00			
13	17	bottle	Ink, Epson Genuine, 003 Magenta	275.00			
14	17	bottle	Ink, Epson Genuine, 003 Yellow	275.00			
15	100	piece	Folder, White, Long	6.75			
16	50	piece	Folder, White, A4	6.50			
17	16	roll	Transparent Tape, 48mm, 100m	54.00			
18	64	pack	Specialty Paper, 180gsm, Long	39.00			
19	16	pack	Specialty Paper, 180gsm, Short	35.00			
20	16	gallon	Hand Soap, Antibacterial	170.00			
21	2	pack	BATTERY AAA, Heavy Duty, 4 pcs/pack	80.00			
22	160	piece	LAMINATING FILM, Legal, 125microns	10.00			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>76,616.60</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*