



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
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REQUEST FOR QUOTATION


Procuring Entity:	DepED, Division of Ozamiz City	RFQ No.:	2025-07-JHS01
Office/End-User:	JACINTO NEMEÑO INTEGRATED SCHOOL - ES	P.R. NO.	2025-07-JHS01
Purpose:	FOR PURCHASE OF OFFICE SUPPLIES EXPENSES	Date:	

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written.
- Delivery period is within 20 days from date of receipt of Purchase Order (PO).
- Avoid quoting if stocks are not available within the period stipulated.
- warranty shall be for a minimum of three (3) months for supplies and materials from date of acceptance by the end-user.
- Price validity shall be for a period of sixty (60) 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.
- 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.

Please quote your lowest price on the item(s) listed below, subject to the Terms and Conditions stated above and submit your quotation duly signed by your representative not later

Very truly yours,


MARGIE A. EDULAN
BAC CHAIRMAN

Company Name:	
Address:	
Telephone No./ Fax No.	Philgeps Registration No.:

Item No.	QTY	Unit	Items and Description	ABC	Bidder's Brand	Unit Price	Total Price
			OFFICE and SCHOOL SUPPLIES				
1	68	ream	PAPER, MULTIPURPOSE A4	190.00			
2	25	ream	PAPER, MULTIPURPOSE LEGAL	220.00			
3	40	piece	Ballpen Black	8.00			
4	100	piece	Envelope, Brown Long	4.00			
5	100	piece	Folder White, Legal	6.00			
6	24	bottle	Glue White (min. 130gms)	61.00			
7	16	bottle	Ink Original Epson, 003 Black	330.00			
8	16	bottle	Ink Original Epson, 003 Cyan	330.00			
9	16	bottle	Ink Original Epson, 003 Magenta	330.00			
10	16	bottle	Ink Original Epson, 003 Yellow	330.00			
11	50	piece	Plastic Envelope, Long	10.00			
12	1	Unit	PRINTER Eco Tank All-in-One Ink Tank (print,scan,copy), No wifi	10,450.00			
13	8	piece	Stapler, Standard 35 with remover heavy duty	440.00			
			Nothing Follows				
TOTAL				56,794.00			

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

Note:

1 Amount Below Php 50,000.00

* please attach MAYOR'S BUSINESS PERMIT (photocopy only)

Signature Over Printed Name / Date

2 Amount Above Php 50,000.00

* please attach MAYOR'S BUSINESS PERMIT (photocopy only)

* Omnibus Sworn Statement (photocopy only)

* Latest Income Business Return (photocopy only)