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 Office/End-User:** | DepED, Division of Ozamiz City | **RFQ No.:** | OCT25-324 |
| | SGOD-SHS | **PR No.** | 2025-10-324 |
| **Purpose:** | Rewards, recognition/certificates for the "Search for Most Outstanding SBFP Implementers" SY 2024-2025 in the Division | **Date:** | October 10, 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 within 7 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. **Warranty security shall be in a form of either Retention Money of Special Bank Guarantee.**

   **Warranty Security Amount Threshold:**

   1. Php 0.00 – Php 5,000.00 = 1%
   2. Php 5,001.00 – Php 10,000.00 = 2%
   3. Php 10,001.00 – Php 15,000.00 = 3%
   4. Php 15,001.00 – Php 20,000.00 = 4%
   5. Php 20,001.00 – Above = 5%
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 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.

***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 October 14, 2025 at 3:00 P.M .***

*Very truly yours,*

**EULALIO S. RUPINTA**
*EPS/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 |
|---|---|---|---|---|---|---|---|
| Manner of Awarding: | | | | | | | |
| 1 | 1 | unit | 2-burner gas stove *Cgblack/silver | 3,323.00 | | | |
| 2 | 51 | pcs | curve drinking glass | 72.75 | | | |
| 3 | 12 | pcs | can and bottle opener (any color) | 99.95 | | | |
| 4 | 14 | pcs | curve mug | 72.00 | | | |
| 5 | 2 | unit | blender 1.25L | 913.00 | | | |
| 6 | 2 | unit | induction cooker (any color) | 2,032.00 | | | |
| 7 | 3 | unit | electric kettle 1.8L | 827.00 | | | |
| 8 | 26 | pcs | knife (wood handle 8") | 82.00 | | | |
| 9 | 3 | unit | rice cooker -10 cups capacity | 1,494.00 | | | |

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|---|---|---|---|---|---|---|---|
| 10 | 12 | unit | multi cooker pot steamer 1.5L | 644.00 | | | |
| 11 | 12 | pcs | 5 pcs bottle set (assorted) | 329.00 | | | |
| 12 | 12 | set | bowl set (assorted design/color) | 419.95 | | | |
| 13 | 23 | unit | 1-burner gas stove (any color) | 859.00 | | | |
| 14 | 1 | pc | Stainless steel ware food container | 1,423.90 | | | |
| 15 | 6 | pc | rice container 20L | 299.95 | | | |
| 16 | 4 | set | tea set | 399.85 | | | |
| 17 | 2 | pcs | kitchen rubber gloves | 230.00 | | | |
| 18 | 1 | pc | UTD 3000ml food container | 660.00 | | | |
| 19 | 1 | pc | butcher knife 8" wood handle | 569.00 | | | |
| 20 | 1 | unit | hand mixer without stand(any color) | 789.95 | | | |
| | | | *** Nothing Follows *** | | | | |
| **TOTAL** | | | | **68,000.00** | | | |
| *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)
* 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*