



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>	DEC25-403
<b>Office/End-User:</b>	SGOD	<b>PR No.</b>	2025-12-403
<b>Purpose:</b>	Conduct/ Participation to the 2026 Provincial/City Division Meet	<b>Date:</b>	December 20, 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 the 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 December 24, 2025 at 1:00 P.M.**

Very truly yours,

**DIONISIO L. LIWAG, 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	20	pcs	Baseball Ball, A1010 or A1073, Solid Cork and Rubber, White; Official League Standard	950.00			
2	20	pcs	Softball 12-Inch Softball; Circumference: 11 $\frac{7}{8}$ – 12 $\frac{1}{8}$ inches; Diameter: approx. 3.8 inches; Weight: 6 $\frac{1}{4}$ – 7 ounces (178 – 198 g); color -optic yellow ; Leather; Official League Standard	500.00			
3	2	pcs	Basketball for Tournament Use (size 7; Leather; 750–770 mm circumference; 580–620 g weight; Either a uniform orange shade or a FIBA-approved color scheme; Must be marked with its size number and recommended inflation pressure.	4,000.00			
4	2	pcs	Basketball Tournament Use ( size 6; leather; 715–730 mm circumference; 510–550 g weight; Either a uniform orange shade or a FIBA-approved color scheme; Must be marked with its size number and recommended inflation pressure.	3,000.00			
5	2	pcs	Basketball for 3x3 Tournament Use ( size 6; leather, 715–730 mm circumference; 510–550 g weight; FIBA approved color scheme yellow and blue; ; Must be marked with its size number and recommended inflation pressure.	3,000.00			
6	2	pcs	Futsal: Ball Size: Size 4 (standard for adult/youth futsal tournaments); Circumference: 62–64 cm.; Weight (at start of match): ≈ 400–440 grams; Material / Construction: Made of leather or other suitable synthetic material. Should be safe — no dangerous or inappropriate materials; Bounce (rebound): When dropped from 2 meters, first rebound must be no less than 50 cm, no more than 65 cm; Air Pressure: Usually between 0.6 – 0.9 atmosphere (at sea level) for many balls used in official matches; Quality/Certification (for official competitions); Ideally should have certification such as "FIFA Quality", "FIFA Quality Pro" or "IMS (International Match Standard)" mark.	3,000.00			

7	4	pcs	Volleyball : for Tournament use; Leather; color yellow and blue; Circumference: 65–67 cm; Diameter: approx. 21 cm; Weight: 260–280 grams;8–panel or modern 8–panel aerodynamic design; FIVA Standard	4,500.00			
8	1	pc	Disc fiber role tape measure (100 meters)	2,500.00			
9	20	tube	Badminton Shuttlecock: Feather Shuttlecock (Tournament Standard); 6 goose or duck feathers; Natural cork -based(top-grade) covered with thin leather; 4.74–5.50 grams weight; 12 pcs /tube ;AS-50, AS40, AS30	1,500.00			
10	10	tube	Wimbledon High Quality Tennis Balls 3/tube	500.00			
11	2	pairs	Wushu Gloves 8 oz. red	2,000.00			
12	2	pairs	Wushu Gloves 8 oz. blue	2,000.00			
13	2	pairs	Wushu Gloves 10 oz red	2,000.00			
14	2	pairs	Wushu Gloves 10 oz blue	2,000.00			
15	3	pairs	Pencak Silat Gloves	2,000.00			
16	1	pcs	Pallino Ball: Diameter: 40 mm to 60 mm; Weight: 40 g to 100 g; Color: Typically white or bright-colored for visibility; Material: Hard plastic, wood, or resin	5,000.00			
17	10	tube	Table Tennis Balls Tournament Standards (3 balls/carton)	250.00			
18	3	pcs	Volleyball Net (Official size 9.5x1m w/minimum 100 mm ; nylon mesh, thread size mimimu 2m nylon headband; sides and bottom finished with heavy over lock stitch, 3 m steel cable	3,000.00			
19	2	pcs	Tennis Tournament Net: Height (Center of the net: 0.914 m (3 feet); Length : (Full court width: 12.8 m (42 feet); Material (Mesh (nylon, polyester, or other synthetic fibers); Mesh size: Usually 4–13 mm;	4,000.00			
20	20	pcs	Target Face (Archery) 122 cm	450.00			
21	20	pcs	Target Face (Archery) 80 cm	380.00			
22	7	pcs	Flip Scoreboard 6 digits	300.00			
23	10	pcs	Arnis Padded Sticks red	300.00			
24	10	pcs	Arnis Padded Sticks blue	300.00			
25	10	units	Handheld Heavyduty digital stopwatch for Tournament with hours minutes and seconds	300.00			
			*** Nothing Follows ***				
<b>TOTAL</b>				<b>184,700.00</b>			
<i>After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices noted above.</i>							

**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