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 Entity:	DepED, Division of Ozamiz City	**RFQ No.:**	DEC25-414
Office/End-User:	OSDS	**PR No.**	2025-12-414
Purpose:	For Office Data Filing under QMS	**Date:**	December 20, 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 15 days from 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 December 24, 2025 at 1:00 P.M .

Very truly yours,

DIONESIO L. LIWAGON, JR., CESE
ASDS/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
1	380	unit	Data File Box with Cover (11.5x16x5 inches), Color Blue	350.00			
			*** Nothing Follows ***				
TOTAL				**133,000.00**			

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