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	DepEd, Division of Ozamiz City	**RFQ No.:**	2026-02-001
Office/End-User:	**ROMAN E. MABANAG ES**	**PR No.**	2025-02-002
Purpose:	To purchase School/Office Supplies for the month of FEBRUARY 2026	**Date:**	01/28 / 2026

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written. Any overwriting, erasures must be initialed by the Bidder.
2. **Delivery period within ____10____ 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 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 _____.

Very truly yours,

MARVEL P. TIMONIO
BAC Chairman

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/Mode of Awarding:							
2	9	piece	BROOM (Walis Tambo)	139.34			
3	9	bottle	CLEANER, Toilet Bowl and Urinal	46.44			
4	9	pouch	DETERGENT POWDER, all purpose	60.38			
5	9	can	DISINFECTANT SPRAY	156.18			
6	9	bottle	HAND SOAP, liquid, 500mL	47.96			
7	1	unit	MOP BUCKET	2554.55			
8	20	bundle	RAGS	85.92			
9	10	pack	SCOURING PAD	95.61			
10	1	unit	FIRE EXTINGUISHER, dry chemical	1277.27			
11	2	piece	PHILIPPINE NATIONAL FLAG	318.02			
12	9	bottle	GLUE, all-purpose	69.38			
13	3	roll	TAPE, electrical	21.71			
15	40	roll	TAPE, transparent, 48 mm	32.52			
18	6	box	CLIP, backfold, 32mm	32.29			
20	20	piece	CORRECTION TAPE	21.43			

21	10	piece	DATA FILE BOX	166.38			
22	2	box	ENVELOPE, Mailing	514.16			
23	14	piece	ERASER, felt, for blackboard/whiteboard	16.16			
24	96	piece	MARKER, Permanent, Black	17.41			
30	16	pack	CARTOLINA, assorted colors	93.48			
31	100	ream	PAPER, MULTICOPY A4	153.78			
32	9	box	PAPER, parchment	172.17			
33	9	pack	TOILET TISSUE PAPER, 2 ply	110.97			
34	18	bottle	Original EPSON Ink, 003, black	374.00			
35	9	bottle	Original EPSON Ink, 003, cyan	385.00			
36	9	bottle	Original EPSON Ink, 003, magenta	385.00			
37	9	bottle	Original EPSON Ink, 003, yellow	385.00			
38	30	pack	Specialty Paper (Worx), A4,10pcs/pack,180gsm	38.50			
39	1	ream	Folder A4, white, ordinary	770.00			
40	200	piece	Brown Envelope, short	3.85			
			*** Nothing Follows ***				
TOTAL				**57,641.41**			

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