



Republic of the Philippines  
 Department of Education  
 Region X – Northern Mindanao  
**DIVISION OF OZAMIZ CITY**  
 IBJT Compound, Carangan, Ozamiz City  
 Telephone (088) 545-0988 Fax No. (088) 545-0990  
 Website: www.depedozamiz.net / Email: deped1miz@gmail.com



**REQUEST FOR QUOTATION**

Procuring Office/End	DepED Maningcol Central School, Division of Ozamiz City	RFQ No.:	
Office/End	Maningcol Central School	PR No.:	
Purpose:	SCHOOL/ OFFICE SUPPLIES	Date:	

**TERMS and CONDITIONS:**

- All entries must be typewritten or legibly written.
- Delivery period is within 10 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 than 2 days after the receipt of this document.

Very truly yours,

*Joy B. Apala*  
 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
1	295	rms	PAPER, Multi-Purpose(COPY) A4, 70 gsm	160.00			
2	10	rms	PAPER, Multi-Purpose(COPY) Legal, 70 gsm	177.00			
3	1	box	Envelope, Expanding, Kraftboard, for Legal Size Doc	1,200.00			
4	2	rms	Folder Legal Size Documents	350.00			
5	1	pc	Philippine National Flag, 100% Polyester	284.84			
6	4	pack	Sticky Notes	21.00			
7	55	btl	Epson Ink 003 Black	262.00			
8	10	btl	Epson Ink 003 Cyan	294.00			
9	10	btl	Epson Ink 003 Magenta	294.00			
10	10	btl	Epson Ink 003 Yellow	294.00			
<b>TOTAL</b>				<b>74,468.84</b>			

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

- Note:
- Amount Below Php 50,000.00
    - \* please attach MAYOR'S BUSINESS PERMIT (photocopy only)
  - 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)

Signature Over Printed Name / Date