

REQUEST FOR QUOTATION

No. : 2024-12-452

December 17, 2024

To: All Eligible Bidders

1. Please quote your lowest price inclusive of VAT on the items listed below, subject to the Terms and Conditions of this RFQ. Submit your quotation duly signed by your authorized representative at the DepEd Division of Zamboanga Sibugay, Pongri, Ipil, Zamboanga Sibugay not later than **23 DEC 2024**. Receipt of at least one (1) of this quotation is sufficient to proceed with the evaluation.

2. Term and Conditions

a. All entries must be READABLE/ TYPEWRITTEN.

b. Please fill up the blank section/ columns (Unit price, total price including the grand total).

d. Price validity must be within sixty (60) calendar days.

Note: Eligibility requirements must be attach in every Request for Quotation and duly authenticated or certified true copy for the following documents:

• Mayor's Permit

• Philgeps Registration Member

• Income/Business Tax Return for ABC's with 500,000.00 and above

• Omnibus Sworn Statement for ABC's with 50,000.00 (for winning bidder)

e. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment and other services from date of acceptance by the procuring entity.

FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.

3. Quotation that exceeds the Approved Budget for the Contract (ABC) shall be automatically disqualified

MA. COLLEEN L. ENORICHA, EdD., CESO VI

UAC Chairman

Note: The Head of the Procuring Entity reserves the right to review the quotation of the bidders and reject any and all bids, declare the failure of the procurement process at any time prior to the contract award or not to award the contract pursuant to existing guidelines, without incurring any liability.

Please return in sealed envelope and indicate the RFQ number.

Item No.	Unit	Item Specification	Quantity	Unit Price	Total Price
1	piece	SIGN PEN, Black, Liquid or Gel	35		
2	piece	SIGN PEN, Blue, Liquid or Gel	25		
3	piece	SIGN PEN, Red, Liquid or Gel	25		
4	piece	BROOM, Soft (Walis Tambo)	4		
5	piece	BROOM, Stick (Walis Ting-ting)	8		
6	pouch	DETERGENT POWDER, all purpose, 1kg	15		
7	bottle	LIQUID HAND SOAP, 500ml	10		
8	box	FACE MASK, 3 ply, fifty (50) pieces per box	5		
9	unit	EXTERNAL HARD DRIVE, 1TB	4		
10	jar	GLUE, all-purpose, 200 grams	5		
11	box	STAPLE WIRE, heavy duty (binder type), 23/13	5		
12	roll	TAPE, electrical	4		
13	roll	TAPE, masking, 24mm	5		
14	roll	TAPE, masking, 48mm	5		
15	roll	TAPE, packaging, 48mm	10		
16	roll	TAPE, transparent, 24mm	10		
17	box	CLIP, backfold, 25mm	10		
18	piece	DATA FILE BOX	5		
19	piece	DATA FOLDER	5		
20	piece	ENVELOP, Expanding, Plastic	5		
21	piece	MARKER, Permanent, Black	24		
22	piece	MARKER, Permanent, Blue	25		
23	piece	MARKER, Permanent, Red	25		
24	box	RUBBER BAND no. 18, 350g	5		
25	piece	STAMP PAD, felt	5		
26	pair	SCISSORS, symmetrical or asymmetrical	5		
27	piece	STAPLER, standard type	2		
28	piece	STAPLE REMOVER, plier type	5		
29	pad	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	14		
30	pad	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	15		
31	pad	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	15		
32	ream	PAPER, MULTICOPY A4, 500 sheets per ream	100		
33	ream	PAPER, MULTICOPY LEGAL, 500 sheets per ream	68		
34	pack	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	10		
35	4 pax for 12 months	LOADS	48		
	ABC	75,883.76			

Purpose: **Provision Office Supplies charge to Sub Aro # OSEC-9-24-6897**

Suppliers Company Name:

Address:

TIN Number:

Supplier's Signature (Over Printed Name)

Date:

Tel. No.:

Cell No.:

Email Add:

Fax No.: