

## REQUEST FOR QUOTATION

No. : 2024-12-454

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, Pangi, 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)
- c. 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. EMORICHA, EdD., CESO VI**  
 BAC 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.			Quantity	Unit Price	Total Price
Item No.	Unit	Item Specification			
	ream	Board Paper by 100pcs, A4	50		
	pack	Photo Paper A4	500		
	pcs	Certificate Holder A4 size	500		
	pcs	Cartolina White	500		
	pcs	Medals DepEd Logo Gold (small)	1000		
	box	Expanded Envelop (green) per 100	5		
	tube	Ink Epson 003 Cyan	50		
	tube	Ink Epson 003 Magenta	50		
	tube	Ink Epson 003 Yellow	50		
	tube	Ink Epson 003 Black	50		
	ABC	260,856.50			
Purpose: <b>Office Supplies for MADRASAH Education Program</b>					
Suppliers Company Name: _____			Date: _____		
Address: _____			Tel. No.: _____		
TIN Number: _____			Cell. No.: _____		
Supplier's Signature Over Printed Name: _____			Email Add: _____		
			Fax No.: _____		



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