



Republic of the Philippines
Department of Education
Division Office - Zamboanga City
SCHOOL'S DIVISION OFFICE - ZAMBOANGA CITY

REQUEST FOR QUOTATION

No. 1-2025-01-005

January 7, 2025

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 a duly authorized representative at the DepEd Division Office of Zamboanga City, P.O. Box 2, Zamboanga City, not later than January 14, 2025. 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 sections columns (Unit price, total price including the grand total).

c. Your validity must be within sixty (60) calendar days.

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

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

- Mayor's Permit
- Philippine Registration Number
- Income Tax Return for ABCY with 500,000.00 and above
- Omnibus Seven Statement for ABCY with 50,000.00 (for winning bidder)
- 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.

3. Quotation that exceeds the Approx. Budget for the Contract (ABCY) shall be automatically disqualified.

FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL

[Signature]
MA. COLLEEN L. EMORICIA, L.D., CESO V
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 to sealed envelope and indicate the RFQ number.

Item No.	Unit	Item Specification	Quantity					Unit Price					Total Price	
			Metro Manila	Luzon	Visayas	Mindanao	Metro Manila	Luzon	Visayas	Mindanao	Metro Manila	Luzon	Visayas	Mindanao
		Courier & Mailing Services:												
		Express letter:												
	grams	• Maximum of 100 grams	80	80	80	87								
		• In excess of 100 grams or a fraction thereof	20	20	20	20								
	pounds	One (1) pounder:												
		• Minimum of 500 grams	9	10	10	70								
		• In excess of 500 grams or a fraction thereof	8	8	10	10								
	pounds	Three (3) pounder:												
		• Minimum of 1,500 grams (1.5 kilos)	10	10	10	40								
		• In excess of 500 grams or a fraction thereof	8	8	7	7								
	pounds	Five (5) pounder:												
		• Minimum of 2,500 grams (2.5 kilos)	10	9	10	10								
		• In excess of 500 grams or a fraction thereof	9	9	10	10								

General cargo									
kilo	* Minimum of 3 kilos	5	5	1	20				
kilo	* In excess of 1 kilo or a fraction thereof	5	5	1	22				
NOTE:									
* The quantity of documents mailed & cost per destination will be base on the actual mailing of documents. Whenever there is excess in the billing, the office will notify the courier and pay the outstanding balance. * Payment will be on <u>monthly basis</u> upon submission of proof of mailing services rendered.									
VAT INCLUDED									
ABC	154,000.00								
Purpose: Courier & Mailing Services of DepEd Division Office for F.Y. 2025									
Beneficiary Company Name: _____ Address: _____ Tel. No.: _____ E-mail: _____ Signature: _____ Date: _____									