Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

REQUEST FOR QUOTATION

No. : 2025-04-121

To: All Eligible Bidders April 23, 2025

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 2 8 APR 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 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. 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.

Item No.	Unit	Item Specification	Quantity	Unit Price	Total Price
	piece	Sign Pen, Fine Tip, Black	720		
	piece	Sign Pen, Fine Tip, Blue	720		
	ream	Paper, Multicopy A4	150		
	ream	Paper, Multicopy Legal	150		
	unit	Calculator, compact	30		
	piece	Correction Tape, 5mm	60		
	roll	Tape, Masking, 48mm	32		
	roll	Tape, Packaging, 48mm	32		
	roll	Tape, Masking, 48mm	32		
	piece	Folder, Legal, plastic, colored	324		
	set	Marker, flourescent	30		
	piece	Marker, permanent, black, broad	188		
	pack	Folder with tab, A4	2		
	pack	Folder with tab, Legal	2		
	box	Fastener, plastic-coated	30		
	jar	Glue, all purpose	32		
	piece	Scissor, big, heavy duty	30		
	Unit	Stapler, standard, #35	30		
	box	Stapler wire, #35	60		
	piece	Puncher, paper, heavy duty	30		
	pack	Folder, L-type, A4	30		
	pack	Folder, L-type, Legal	30		
	pack	Clipboard, long with cover; 2 clip	30		
	bot	Ink, Canon Pixma (790), Black	80		
	bot	Ink, Canon Pixma (790), Cyan	55		
	bot	Ink, Canon Pixma (790), Magenta	55		
	bot	Ink, Canon Pixma (790), Yellow	55		
	piece	Certificate Holder, A4	90		
	box	Laid special paper, A4, 80-60 GSM, Cream, 500 sheet/box	4		
	unit	Printer, Pixma IP-110, portable	1		
	Unit	Cartridge, Canon original PGI-35, black ink	10		
	Unit	Cartridge, Canon original CLI-36 color ink	10		
	ABC	289,731.54			
Purpose:	***Common Office supplies to be utilize by the District SBFP Focal for SBFP 2025-2026 Implementation. Charged to SBFP-PSF 2024-2025 (RO-9-SIB-24-03-0172)***				

Suppliers Company Name:	**Date:**	
Address:	**Tel. No.:**	
TIN Number:	**Cell No.:**	
Supplier's Signature Over Printed Name:	**Email Add:**	
	Fax No.:	