## Department of Education REGION IX SCHOOLS BIVISION OF ZAMBOANGA SIBUGAY

## REQUEST FOR QUOTATION No. : 2025-09-312

September 10, 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 your authorized representative at the DepEd Division of Zamboanga Sibugay, Pangi, Ipil, Zamboanga Sibugay not later than 15 SEP 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 ABCs 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
1	pcs	MAGAZINE FILE HOLDER/ORGANIZER Heavy duty, Hard Cardboard, Black, With Label Panel	30		
2	pcs	Desk Document Tray, Steel, 3 layers	5	8 11	
3	ream	Folder White Long/Legal (50/ream)	30		
4	box	Ball Point Pen Black, 0.7 tip	5		
5	pcs	Stapler 24/6-26/6	3	1	1691
6	box	Staple Wire 24/6-26/6, 5000/box	10		
7	box	Binder Clip 32mm, 41mm, 51mm	40		
8	box	Paper Fastener Plastic (50pcs/box) standard	50		
9	pcs	Document Puncher	2	7.9	
10	roll	Tape, Transparent, 24mm	20		
11	pcs	Tape, dispenser, table top, black	5		
12	pad	Sticky Note, 3x3", asstd. colors, 100sheets/pad	5		
13	pcs	Plastic expanding envelop asstd. color	20		
14	pcs	White Board 120x240cm	1		
15	pcs	White Board Marker Red	5		
16	pcs	Marker Permanet Black, Blue, Red	6		
17	pcs	Cutter knife	3		
18	pcs	Cutting Mat Green A3	1		
19	bot	Glue All purpose	5		
20	pack	Stamp pad No. 13, 12pcs/pack	1		
1	bot	Stamp pad ink blue, 60ml	5		
2	bot	003 ink black 65ml	30		
3	bot	003 ink cyan 65ml	20		
4	bot	003 ink magenta 65ml	20		
5	bot	003 ink yellow 65ml	20		

26	box	Pencil lead/graphite, with eraser	5					
27	pcs	Record book, 500pages	3					
28	ream	Photopaper, A4 size, Satin	5					
29	pcs	Wodder Desk Pencil/Ballpen Holder	5					
30	pcs	Cork Board 12x18 inches	5					
31	pack	Push Pins 50/pack	6					
32	pcs	Weather/Water Proof Plastic Box Transparent, 20 liters, can store dozen of expanded brown envelop with 2 lock	5					
33	unit	Power Strip Tower with Surge Protection, Extension Cord 6 Feet 12 gangs 3 USB, with switch buttons	2					
34	roll	Glass Tint one-way mirror tint, 5x6ft Daytime Privacy Window Tint Film, Mirror Reflect heat reject One Way	1					
		Visibility Black or Blue/Silver	2					
35	pcs	Glass Wiper 24cm	5					
36	bot	Glass Cleaner 500ml	2					
37	pcs	Plastic broom+dustpan set (walis tambo)	1					
38	bdl	Doormat	1					
39	bdl	Outdoor Anti-Slip Doormat	1					
40	pcs	Spin Mop with bucket, Turnado	3					
41	pcs	Trashbin, 16L, pedal opener	10					
42	pack	Trash Bag 16L	12200					
43	unit	Electric Mini HUmidifier 2mist mode, 400ml, 38dB, USB-C	1					
	ABC	100,295.71	antation need	ds of the five				
Purpose:	To be used as office supplies to support the day-to-day administrative and documentation needs of the five  To be used as office supplies to support the day-to-day administrative and documentation needs of the five  (5) COS-STO personnel in school sites titling process. These materials will be used for the preparation,  organization and safekeeping of records, reports and correspondences, thereby promoting efficiency,  accuracy and systematic workflow in the conduct of operations.							
		T	Date:					
Suppliers Company Name:								
ddress:			Cell. No.:					
IN Num	ber:		Email Add:					
Supplier's Signature Over Printed Name:					<u> </u>			









- Pangi, Ipil, Zamboanga Sibugay, 7001
   0968-520-9123
   zamboanga.sibugay@deped.gov.ph
   depedzamboangasibugay.ph
   DepEd Tayo Zamboanga Sibugay Division