## Department of Education REGION IX SCHOOLS DEVISION OF ZAMBOANGA STRUGAT

## REQUEST FOR QUOTATION No. :2025-10-383

October 15, 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
- 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.

ORICHA, EdD., CESO VI MA. COLLEEN I

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 fallure of the procurement process at any time 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
140.	рс	Certificate Holder A4	700		
	pack	Specialty Paper 250gsm A4 10's/pack (white)	100		
	bottle	Ink Pigment 100ml Cyan	10		
	bottle	Ink Pigment 100ml Magenta	10		
	bottle	Ink Pigment 100ml Yellow	10		
	bottle	Ink Pigment 100ml Black	10		
	ream	Bond Paper 80gsm Legal	20		
-	box	Ballpen (Gel)	4		
	pack	White Folder A4 100's/pack	3		
	pack	White Folder Legal 100's/pack	3		
	box	Permanent Marker Blue 12's/box	2		
	box	Permanent Marker Black 12's/box	2		
-	рс	Scissor	10		
	рс	Stapler with remover No 35	10		
_	box	Staple Wire No. 35	5		
	pack	Cable Tie 100's/pack	5		
	roll	Ethnic Ribbon Trimmings 2-inch width, 7-yard (gold/black/blue)	5		
	pack	Colored Paper Straw with Design 100's/pack	2		
	box	Long/Big Strip Elastic Durable Rubber Band	2		
1	pack	Small Sticky Note 0.5x3	10		
	pack	Medium Sticky Note 5x3	10		
1	unit	Color Laserjet Pro M282nw Multifunction Printer A4/Legal (see attached picture)	1		
	box	Laserjet Toner Cartridge Cyan (must be compatible to the printer)	2		

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	box	Laserjet Toner Cartridge Yellow (must be compatible to the printer)	2				
No.	box	Laserjet Toner Cartridge Magenta (must be compatible to the printer)	2				
	box	Laserjet Toner Cartridge Black (must be compatible to the printer)	2				
	unit	Heavy Duty Universal Power SUpply (UPS) 650VA 360W Uninterruptible Power SUpply (BVX650I-PH, Easy UPS. 4 Outlet, AVR/Surge)	1				
	рс	Transparent Plastic ID Holder (with hole for larnyard)	180				
		Charge to GASS Regular (Continuing Fund)					
	ABC	155,601.20					
Purpose:	Suplies nee 29,2025	uplies needed for the Conduct of the 2025 Division Research Congress on October 28- 9,2025					
Suppliers Company Name:			Date:				
Address:							
ΓΙΝ Nun	nber:		Cell. No.:				
Supplier	's Signature Ox	er Printed Name	Email Add:				
upplier's Signature Over Printed Name:			Fax No.:				









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#P Color Laser Multifunction Printer Laser Jet Pro M 282 nw



Folial Lasser 264 Prin 1869 (MUSEFING)

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