



Republic of the Philippines
Department of Education
SCHOOL DIVISION OF ZAMBOMBA SIBUGAY

REQUEST FOR QUOTATION

No. I-2025-10-389

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 RFO. Submit your quotation duly signed by your authorized representative at the DepEd Division Office of Zamboanga Sibugay, Pangi, Ipi, Zamboanga Sibugay not later than **29 OCT 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/TYPED/WRITTEN.

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 attached 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.

3. Quotation that exceeds the Approved Budget for the Contract (ABC) shall be automatically disqualified.

FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL

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.

MA. CRISTEN L. EMORICIA, EAD, CESO VI
BAC Chairman

Item No.	Unit	Item Specification	Quantity				Unit Price				Total Price		
			Metro Manila	Luzon	Visayas	Mindanao	Metro Manila	Luzon	Visayas	Mindanao	Metro Manila	Luzon	Mindanao
	grams	Carrier & Mailing Services: Express letter:											
		* 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							

