

REQUEST FOR QUOTATION

No. 2025-10-449

November 05, 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 _____. Receipt of at least one (1) of this quotation is sufficient to proceed with the evaluation.

2. Terms 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
	reams	Bondpaper 80gsm, 8.27x11.69"/A4 Size	100		
	pcs	Stand File Box, color black, 15 inches x 9.5 inches x 4.5 inches, accommodate both letter and legal size documents	50		
	reams	Folder White, Long/Legal Size (50/ream)	30		
	box	Staple Wire, 24/6-26/6, 5000/box	50		
	box	Binder Clip, 32mm, 41mm, 51mm	40		
	box	Paper Fastener, Plastic (50pcs/box), standard	50		
	pcs	Document Puncher	2		
	pad	Sticky Note, 3x3", asstd. colors, 100 sheets/pad	30		
	pcs	Plastic expanding envelop asstd. color	20		
	pcs	Marker Permanent Black, Blue, Red	6		
	bot	Glue All Purpose	10		
	bot	003 ink black 65ml	20		
	bot	003 ink cyan 65ml	20		
	bot	003 ink yellow 65ml	20		
	bot	003 ink magenta 65ml	20		
	box	Pencil lead/graphite, with eraser	5		
	reams	Photo Paper A4 size, Satin	10		
	Unit	Power Strip Tower with Surge Protection, Extension Cord, 6 feet, 12 gang, 3 USB with switch button	2		
	bdl	Doormat	5		
	bdl	Outdoor Anti-Slip Doormat	2		
	pcs	Trashbin, 16L, pedal opener	2		
	pack	Trash Bag 16L	50		
	gal	Isoprophyl Scented Alcohol 70%, 3.7L	10		
	pack	Tissue, interfolded paper towel	30		
	ABC	118,912.29			
Purpose: To be used as office supplies to support day-to-day administrative and documentation needs of the five (5) COS-STO personnel during the school sites tidling process. These materials will be used for the preparation, organization and safekeeping of records, and correspondences, thereby promoting efficiency, accuracy and systematic workflow conduct of operations					
Suppliers Company Name:			Date:		
Address:			Tel. No.:		
TIN Number:			Cell. No.:		
Supplier's Signature Over Printed Name:			Email Add:		
			Fax No.:		