

Republic of the Philippines

Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

REQUEST FOR QUOTATION

No. : 2022-05-093

May 05, 2022

- 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 . Receipt of at least one (1) of this quotation is sufficient to proceed with the evaluation. not later than
- 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: Mayor's Permit and Tax Clearance must be duly authenticated or certified true copy by issuing Agency and PhilGEPS Certification.

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.

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Please return in sealed envelope and indicate the RFQ number.

Item No.	Unit	Item Specification	Quantity	Unit Price	Total Price
	1200		52		
	ream	Bond Paper Sub-20 A4			
		AIR FRESHENER-GLADE 9orange)	5		
		Ballpen (.5) black	13		
	pcs	BALLPEN, BLACK-pilot	24		
	pcs	BATTERY, dry cell, AA, 2 pieces per blister pack	10		
	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	12		
	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	12	Sall Sall	
	cart	Cannon Ink (35)	10		
	cart	Cannon Ink (36)	5		
	ream	Cannon Laid (beige)-ream	2		
	box	Certificate holder	2		
	piece	Chair, with backrest	1		
	box	Correction Tape (Mr. Wiper)	5		
	box	Correction Tape (Mr. Wiper) Refill	5		
	piece	CORRECTION TAPE, film base type, UL 6m min	18		
	piece	CUTTER BLADE, for heavy duty cutter	8		
	piece	CUTTER, for general purpose, plastic molded body (medium)	1		
	pcs	Document Filer (3-hole Binder)	4		
	unit	Engineer's FieldBook(Valiant)	2		
	box	ENVELOPE, MAILING, WHITE, 70gsm (-5%)	2		
	cart	INK CART, EPSON C13T664100 (T6641), Black	26		
	cart	INK CART, EPSON C13T664200 (T6642), Cyan	24		
	cart	INK CART, EPSON C13T664300 (T6643), Magenta	20		
	cart	INK CART, EPSON C13T664400 (T6644), Yellow	15		
	cart	INK CART, EPSON (003), Black	2		
	cart	INK CART, EPSON (003), Cyan	2		
	_	INK CART, EPSON (003), Magenta	2		
	cart	INK CART, EPSON (003), Yellow	2		
	box	FASTENER, METAL, 70mm between prongs	2		
	_	FASTENER, plastic, assorted color	2		
	box	FOLDER, TAGBOARD, for A4 size documents	1		
	pack	GLUE, all purpose, gross weight: 200 grams min	1		
	jar bottle		5		

2	THE RESERVE TO STATE OF THE PARTY OF THE PAR	HAND SOAP, Liquid, 500ml	2		
		INK CART, CANON CL-811	1		
		INK CART, CANON PG-810	6		
	box	INDEX TAB, self-adhesive, transparent	2		
	set	MARKER, FLUORESCENT, 3 assorted colors per set	10		
0.00	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	10		
	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	3		
	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	47		
	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min	12		
T ALE	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min	12		
3.4.5	piece	PENCIL SHARPENER, manual, single cutter head	3		
	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB	1		
	рс	Philip Screw (Medium)	1		
	box	Pilot Hi-techpoint V5 RT (Retractable) Black 0.5	10		
	box	PILOT INK REFILL, BLACK	5		
	box	PILOT INK REFILL, BLUE	5		
	piece	PUNCHER, paper, heavy duty, with two hole guide	1		
	pcs	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	10		
	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	2		
	box	RUBBER BAND, 70mm min lay flat length (#18)	1		
	pcs	SCISSORS, symmetrical, blade length: 65mm min	12		
	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm	25		
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm	19		
	bottle	STAMP PAD INK, purple or violet, 50ml (min.)	1		
		STAMP PAD, FELT, bed dimension: 60mm x 100mm min	2		
	piece	STAPLE REMOVER, PLIER-TYPE	1		
	piece	STAPLE WIRE, STANDARD, (26/6)	5		
	box	STAPLE WIRE #35	5		
	box	STAPLE WIRE #33 STAPLER, STANDARD TYPE, load cap: 200 staples min	3		
	piece		1		
	unit	Tape measure, 100m TAPE, MASKING, width: 24mm (±1mm)	7		
	roll	TAPE, MASKING, width: 24mm (±1mm)	7		
	pcs	TAPE, MASKING, Width: 46mm (±1mm) TAPE, TRANSPARENT, width: 24mm (±1mm)	5		
	pcs		5		
	pcs	TAPE, TRANSPARENT, width: 48mm (±1mm)	5		
	pack	Toilet Tissue 4ply	5		
	pack	TOILET TISSUE PAPER, 2-ply, 100% recycled			
	piece	UNI SIGN PEN 0.7 (black)	5		
	unit	UPS	1		
	pcs	WHITEBOARD INK REFILL	2		
	ream	Worx paper A4	30		
	ream	worx-board paper- 80 gsm (ream)	5		
	ABC	P99,533.76			
Purpose:	CONSO	LIDATED Purchase Request for the 1st QUARTER 2022 (SGO)	0).		
		This is to submit our price quotation indicated above subject to the terms and conditions of this RFQ			
Suppliers Company Name:			Date:		
Address:			Tel. No.:		
TIN Number:			Cell. No.:		
			Email Add:		
Supplier's Signature Over Printed Name:			Fax No.:		



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