



Republic of the Philippines  
Department of Education  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

## REQUEST FOR QUOTATION

No. : 2022-08-178

August 24, 2022

Date

**To: All Eligible Bidders**

- 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, Pangil, Ipil, Zamboanga Sibugay not later than \_\_\_\_\_. Receipt of at least one (1) of this quotation is sufficient to proceed with the evaluation.
- Term and Conditions
  - All entries must be READABLE/ TYPEWRITTEN.
  - Please fill up the blank section/ columns (Unit price, total price including the grand total).
  - 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.

  - 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**

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

**AURELIO A. SANTISAS**

*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
	pcs	Certification Holder, A4	500		
	pcs	Expandable Plastic Envelope, Long (pls see attached sample picture)	120		
	packs	Worx, A4, Beige	100		
	boxes	Pencil	5		
	pcs	Pencil Sharpener, Heavy Duty (pls see attached sample picture)	1		
	boxes	Nylon Zip Ties (Pack of 100)	6		
	pcs	Calculator, DM- 1200V (please see attached sample picture)	5		
	rolls	Plastic Tape, 3M Transpore Clear Plastic Tape, 1 X 10 Yards	5		
	rolls	Double-Sided Tape, Acrylic Foam Tape	5		
	units	A4, Paper Trimmer Paper Cutter, Metal Base Trimmer Gridded Paper Photo Guillotine Craft Machine 13 inch Cut Length 12 sheets capacity, Heavy Duty (pls see attached sample picture)	1		
	pcs	Acrylic Nameplate Holder, L: 9 inches, W: 4", H: 4"	40		
		<b>ABC- Php 65,775.00 VAT included</b>			
	<b>ABC</b>	<b>₱65,775.00</b>			
Purpose:	<b>For Division Research Congress 2022.</b>				
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.:		
Supplier's Signature Over Printed Name:			Email Add:		
			Fax No.:		



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