Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Division of Zamboanga Sibugay
Pangi, Ipil, Zamboanga Sibugay
Telefax: (062)-333-5492

REQUEST FOR QUOTATION

No: _____

December 16, 2021
Date

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. Term and Condition
   a. All entries must be READABLE/TYPEWRITTEN.
   b. Please fill up the blank section/column (Unit price, total price including the grand total)
   c. Delivery period must be on the specified date indicated in the P.O / Contract.
   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 procurring entity.
   FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL
3. Quotation that exceeds the Approval Budget for the Contract (ABC) shall be automatically disqualified.

MARLYN A. CALONGE
BAC Chairman

Note: The head of the Procurring Entity reserves the right to review the quotation of the bidders and reject any and all bids, declare 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
Common -used supplies					
1	REAMS	PAPER MULTI-COPY,70 GSM, A4	88		
2	BOTTLES	EPSON INK(BLACK)	50		
3	BOTTLES	EPSON INK(CYAN, MAGENTA,YELLOW)	60		
4	BOXES	STAPLE WIRE #35	47		
5	UNIT	PRINTER	8		
6	CARDS	MOBILE LOAD CARD - SCHOOL HEAD ALLOWANCE	20(100)		
7	CARDS	MOBILE LOAD CARD-MONTHLY INTERNET ALLOWANCE	20(100)		
		ABC=148,207.34	Grand Total		
Purpose: For Office supplies and materials for module printing, communication and Internet connectivity.					
		This is to submit our price quotation indicated above subject to the terms and condition of this RFQ			

Supplier's Company Name:		Date:	
Address:		Tel. No.	
TIN:		Cell. No.	
Supplier's Signature Over Printed Name:		Email Add:	
		Fax No.	