Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
Division of Zamboanga Sibugay

REQUEST FOR QUOTATION

No. : 001

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 December 21, 2021 , 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/ TYPEWRITTEN.
   b. Please fill up the blank section/ columns (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 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.

JOSEPHINE C. DOLOTALLAS
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 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
1	PIECE	PRINTER	3		
2	BOTTLE	EPSON INK,003, BLACK	30		
3	BOTTLE	EPSON INK,003, CYAN	15		
4	BOTTLE	EPSON INK,003, YELLOW	15		
5	BOTTLE	EPSON INK,003, MAGENTA	17		
6	REAM	BONDPAPER, LEGAL	130		
7	REAM	BONDPAPER, A4	173		
		ABC = 136,873.33	GRAND TOTAL =		
	Purpose:	For Office Supplies & Equipment for the month of November - December 2021(JHS).			
		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:		**Cell. No.:**	
Supplier's Signature Over Printed Name:		**Email Add:**	
		Fax No.:	