



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

REQUEST FOR QUOTATION

No. : 2022-07-157

July 28, 2022

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 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.

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
	gallon	ALCOHOL, ethyl, 68%-72% scented 3.785 liters	3		
	pads	NOTE PAD, stick on, 50mm x 76mm (2x3) min	10		
	pack	TISSUE PAPER, 2-ply, 100% recycled	20		
	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	10		
	box	STAPLE WIRE, STANDARD, (26/6)	5		
	roll	TAPE, transparent, width: 48mm	10		
	piece	FLASH DRIVE, 16GB capacity	9		
	set	FILE TAB DIVIDER, bristol board, for A4	10		
	set	FILE TAB DIVIDER, bristol board, for Legal	10		
	box	INDEX TAB, self-adhesive, transparent	10		
	piece	MARKER, PERMANENT, bullet type, black	10		
	piece	MARKER, PERMANENT, bullet type, BLUE	10		
	piece	CUTTER KNIFE, for general purpose	8		
	piece	PUNCHER, paper, heavy duty, with two hole guide	3		
	unit	STAPLER, BINDER TYPE, heavy duty, desktop	1		
	unit	CALCULATOR, compact, 12 digits	8		
	unit	SLIDING CABINET, glass front, with 4 dividers (please see attached picture)	1		
	bottle	Epson Ink, 003, Black	5		
	bottle	Epson Ink, 003, Cyan	5		
	bottle	Epson Ink, 003, Magenta	5		
	bottle	Epson Ink, 003, Yellow	5		
	piece	Data File Box with Magnetic Cover, green (see attached picture)	50		
	piece	Black Plastic Comb Binding Ring (8mm)	10		
	piece	Black Plastic Comb Binding Ring (12mm)	10		
	piece	Black Plastic Comb Binding Ring (16mm)	8		

piece	Black Plastic Comb Binding Ring (20mm)	10		
piece	Black Plastic Comb Binding Ring (25mm)	15		
pack	PVC Transparent Binding Cover (Legal)	2		
pack	Waterproof Sticker Paper (Glossy white)	2		
cart	Canon Ink Cartridge PGI-35 Black	30		
ABC	₱93,659.42			
Purpose:	For office use (3rd Quarter).			
	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:		



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