

## REQUEST FOR QUOTATION

No. : 2022-11-342

November 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 |
|----------|--------|---|----------|------------|-------------|
|          | pcs    | AIR FRESHENER- orange)  | 5        |            |             |
|          | can    | AIR FRESHENER, aerosol, 280ml/150g min                          | 30       |            |             |
|          | bottle | ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)                  | 13       |            |             |
|          | gallon | ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters                  | 4        |            |             |
|          | box    | BALLPEN, black  | 1        |            |             |
|          | pack   | BATTERY, dry cell, AA, 2 pieces per blister pack                | 11       |            |             |
|          | pack   | BATTERY, dry cell, AAA, 2 pieces per blister pack               | 11       |            |             |
|          | piece  | BROOM, soft (tambo)   | 10       |            |             |
|          | piece  | BROOM, STICK (TING-TING), usable length: 760mm min              | 12       |            |             |
|          | box    | BROTHER DCP-T720DW INK CART, BTD60BK BLACK                      | 2        |            |             |
|          | box    | BROTHER DCP-T720DW INK CART, BTD60BK CYAN                       | 1        |            |             |
|          | box    | BROTHER DCP-T720DW INK CART, BTD60BK MAGENTA                    | 1        |            |             |
|          | box    | BROTHER DCP-T720DW INK CART, BTD60BK YELLOW                     | 1        |            |             |
|          | unit   | CALCULATOR, compact, 12 digits                                  | 3        |            |             |
|          | box    | CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)                | 53       |            |             |
|          | box    | CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)                | 38       |            |             |
|          | box    | CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)                | 38       |            |             |
|          | box    | CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)                | 14       |            |             |
|          | piece  | Correction Tape Refill  | 5        |            |             |
|          | piece  | CORRECTION TAPE, film base type, UL 6m min                      | 37       |            |             |
|          | piece  | CUTTER KNIFE, for general purpose                               | 5        |            |             |
|          | piece  | DATA FILE BOX, made of chipboard, with closed ends              | 7        |            |             |
|          | piece  | DATA FOLDER, made of chipboard, taglia lock                     | 1        |            |             |
|          | piece  | Detergent powder with Fabric Conditioner ( Cherry Blossom) 50ml | 34       |            |             |
|          | can    | DISINFECTANT SPRAY, aerosol type, 400-550 grams                 | 14       |            |             |
|          | piece  | Doormat (Cloth)   | 9        |            |             |
|          | pack   | Drinking cups (Plastic,transparent white color,Disposable) 50's | 3        |            |             |
|          | piece  | DUST PAN, non-rigid plastic, w/ detachable handle               | 8        |            |             |
|          | piece  | Empty Sack  | 20       |            |             |
|          | box    | ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc (100pcs/b   | 2        |            |             |
|          | bottle | Epson Ink 673 (Black)   | 2        |            |             |
|          | bottle | Epson Ink 673 (Cyan)  | 2        |            |             |
|          | bottle | Epson Ink 673 (Light Cyan)                                      | 2        |            |             |
|          | bottle | Epson Ink 673 (Light Magenta)                                   | 2        |            |             |
|          | bottle | Epson Ink 673 (Magenta)   | 2        |            |             |
|          | bottle | Epson Ink 673 (Yellow)  | 2        |            |             |
|          | piece  | ERASER, FELT, for blackboard/whiteboard                         | 1        |            |             |



|        |   |    |  |  |
|--------|---|----|--|--|
| unit   | Ergodynamic Office chair with arm rest                          | 1  |  |  |
| bottle | Fabric Bleaching with Detergent - Extra Thick Cleanser ( 900ml) | 9  |  |  |
| piece  | Fabric Conditioner with perfume 20ml                            | 54 |  |  |
| box    | FASTENER, METAL, 70mm between prongs                            | 14 |  |  |
| piece  | FLASH DRIVE, 16 GB capacity                                     | 9  |  |  |
| bundle | FOLDER, FANCY, for A4 size documents                            | 4  |  |  |
| pack   | FOLDER, TAGBOARD, for A4 size documents                         | 1  |  |  |
| pack   | FOLDER, TAGBOARD, for legal size documents                      | 1  |  |  |
| can    | FURNITURE CLEANER, aerosol type, 300ml min per can              | 7  |  |  |
| piece  | Glass Cleaner 125 ml  | 7  |  |  |
| jar    | GLUE, all purpose, gross weight: 200 grams min                  | 11 |  |  |
| bottle | HAND SANITIZER, 500 ml  | 3  |  |  |
| piece  | Hi-Tecpoint v5 RT SIGN PEN, Black                               | 2  |  |  |
| cart   | INK CART, EPSON (003), Black                                    | 41 |  |  |
| cart   | INK CART, EPSON (003), Cyan                                     | 20 |  |  |
| cart   | INK CART, EPSON (003), Magenta                                  | 20 |  |  |
| cart   | INK CART, EPSON (003), Yellow                                   | 20 |  |  |
| can    | INSECTICIDE, aerosol type, net content: 600ml min               | 21 |  |  |
| packs  | Liquid Handsoap - 420ml 99% germ killing refill                 | 22 |  |  |
| piece  | MAGAZINE FILE BOX, LARGE size, made of chipboard                | 4  |  |  |
| set    | MARKER, FLUORESCENT, 3 assorted colors per set                  | 7  |  |  |
| piece  | MARKER, PERMANENT, bullet type, black                           | 27 |  |  |
| piece  | MARKER, PERMANENT, bullet type, blue                            | 8  |  |  |
| piece  | MARKER, PERMANENT, bullet type, red                             | 2  |  |  |
| unit   | MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind              | 7  |  |  |
| pad    | NOTE PAD, stick on, 50mm x 76mm (2" x 3") min                   | 11 |  |  |
| pad    | NOTE PAD, stick on, 76mm x 100mm (3" x 4") min                  | 11 |  |  |
| pad    | NOTE PAD, stick on, 76mm x 50mm (3" x 2") min                   | 12 |  |  |
| pad    | NOTE PAD, stick on, 76mm x 76mm (3" x 3") min                   | 21 |  |  |
| piece  | ORDINARY BALLPEN, BLACK   | 7  |  |  |
| box    | PAPER CLIP, vinyl/plastic coat, length: 32mm min                | 19 |  |  |
| box    | PAPER CLIP, vinyl/plastic coat, length: 50mm min                | 19 |  |  |
| ream   | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm                    | 40 |  |  |
| ream   | PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm                    | 20 |  |  |
| reams  | PAPER, Multi-Purpose (COPY) A4, 70 gsm                          | 70 |  |  |
| reams  | PAPER, Multi-Purpose (COPY) Legal, 70 gsm                       | 55 |  |  |
| box    | PENCIL, lead, w/ eraser, wood cased, hardness: HB               | 6  |  |  |
| bundle | RAGS, all cotton, 32 pieces per kilogram min                    | 15 |  |  |
| book   | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min                 | 15 |  |  |
| book   | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min                 | 12 |  |  |
| box    | RUBBER BAND, 70mm min lay flat length (#18)                     | 9  |  |  |
| pair   | SCISSORS, symmetrical, blade length: 65mm min                   | 7  |  |  |
| box    | Sign Pen Black 0.5mm tip  | 1  |  |  |
| piece  | Sign pen hi-tecpoint V5 BLACK 0.5mm (retractable)               | 2  |  |  |
| piece  | Sign pen hi-tecpoint V5 BLUE 0.5mm (retractable)                | 2  |  |  |
| piece  | Sign pen hi-tecpoint V7 BLUE 0.7mm (non-retractable)            | 8  |  |  |
| piece  | SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip               | 6  |  |  |
| piece  | SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip                | 5  |  |  |
| piece  | SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip                 | 5  |  |  |
| bottle | STAMP PAD INK, purple or violet, 50ml (min.)                    | 2  |  |  |
| box    | STAPLE WIRE, STANDARD, (26/6)                                   | 36 |  |  |
| piece  | STAPLER, STANDARD TYPE, load cap: 200 staples min               | 9  |  |  |
| piece  | TAPE DISPENSER, TABLE TOP, for 24mm width tape                  | 3  |  |  |
| roll   | TAPE, ELECTRICAL, 18mm x 16M min                                | 3  |  |  |
| roll   | TAPE, MASKING, width: 24mm (±1mm)                               | 19 |  |  |
| roll   | TAPE, MASKING, width: 48mm (±1mm)                               | 25 |  |  |
| roll   | TAPE, PACKAGING, width: 48mm (±1mm)                             | 40 |  |  |
| roll   | TAPE, TRANSPARENT, width: 24mm (±1mm)                           | 39 |  |  |
| roll   | TAPE, TRANSPARENT, width: 48mm (±1mm)                           | 23 |  |  |
| rolls  | Tissue ( regular 2 ply) for CR                                  | 97 |  |  |
| bottle | Toilet Bowl Cleaner 900ml                                       | 14 |  |  |
| pack   | Toilet Tissue 4ply  | 8  |  |  |
| pack   | TOILET TISSUE PAPER, 2-ply, 100% recycled                       | 35 |  |  |
| cart   | Toner Cartridge, HP CF283A (HP83A) LaserJet Black               | 15 |  |  |



|   |   |            |  |  |
|---|---|------------|--|--|
| set   | Tornado spin mop 360, Large   | 2          |  |  |
| packs   | Trash bag ( Black Medium 10's)  | 1          |  |  |
| packs   | Trash bag ( Black Xtra Large 10's)  | 56         |  |  |
| roll  | Trash bag black small   | 3          |  |  |
| roll  | TWINE, plastic, one (1) kilo per roll   | 12         |  |  |
| piece   | Absorbent mop   | 3          |  |  |
| piece   | Bolo  | 1          |  |  |
| unit  | Boltless Shelving Storage Rack 100x40x180cm (cream white)   | 7          |  |  |
| piece   | Bulb LED 9 watts: daylight  | 17         |  |  |
| unit  | Ceiling Fan with 3 Metal Blades, 56 inches  | 1          |  |  |
| piece   | CLEARBOOK, 20 transparent pocket size, LEGAL SIZE, BLACK  | 2          |  |  |
| UNIT  | DESKTOP COMPUTER (FOR BASIC USER)   | 1          |  |  |
| UNIT  | Dual led monitor mount stand desktop computer monitor stand for 14"-32"vertical display mount stand | 1          |  |  |
| box   | ENVELOPE, MAILING, WHITE, 70gsm (-5%)   | 1          |  |  |
| piece   | Extention outlet 3 gang   | 5          |  |  |
| piece   | Facsimile Ink Black   | 3          |  |  |
| piece   | Facsimile Ink Purple  | 2          |  |  |
| piece   | File Storage Box with lid 15.5x12.5x11.2 inches   | 5          |  |  |
| roll  | Flat cord black # 16  | 1          |  |  |
| piece   | Glass plates, plain white (regular size)  | 6          |  |  |
| piece   | Gona  | 1          |  |  |
| unit  | Hardisk (ssd, 480 gb, kingston)   | 1          |  |  |
| liter   | Herbicide : general weed killer-round up(original)  | 1          |  |  |
| bottle  | HP gt51 (black ink)   | 1          |  |  |
| piece   | LED eco slim round, 9 watts, 600lm, 220-240v, 6500 k, daylight, 4 inches                            | 5          |  |  |
| piece   | LED flourescent 18 watts  | 5          |  |  |
| UNIT  | Mechanical keyboard & mouse combo, rgb  | 3          |  |  |
| bottle  | Muriatic acid 1 liter   | 5          |  |  |
| piece   | Outlet wall 3 gang  | 5          |  |  |
| piece   | Plug  | 5          |  |  |
| unit  | Push Cart, Kartilya, Trolley 1" pipe x 8" wheel, Heavy Duty   | 1          |  |  |
| piece   | Shear head  | 1          |  |  |
| unit  | Solar battery lifepo4 12.8v 50AH Lipo-tech with built-in bms Maintenance free ready to use          | 2          |  |  |
| unit  | Steel Cabinet, Lateral, 3 drawers   | 1          |  |  |
| piece   | Switch wall 3 gang  | 5          |  |  |
| unit  | Swivel Chair  | 1          |  |  |
| box   | Tissue pull-ups   | 5          |  |  |
| piece   | Tornado Mop   | 4          |  |  |
| piece   | Trash Bin, 13L  | 2          |  |  |
| piece   | Trash Bin, 8L   | 2          |  |  |
| pack  | Wet wipes   | 5          |  |  |
| ABC   | P344,592.85   |            |  |  |
| Purpose: <b>CONSOLIDATED Purchase Request for the 4th QUARTER 2022.</b>                               |   |            |  |  |
| This is to submit our price quotation indicated above subject to the terms and conditions of this RFQ |   |            |  |  |
| Suppliers Company Name:0  |   | Date:      |  |  |
| Address:  |   | Tel. No.:  |  |  |
| TIN Number:   |   | Cell. No.: |  |  |
| Supplier's Signature Over Printed Name:   |   | Email Add: |  |  |
|   |   | Fax No.:   |  |  |



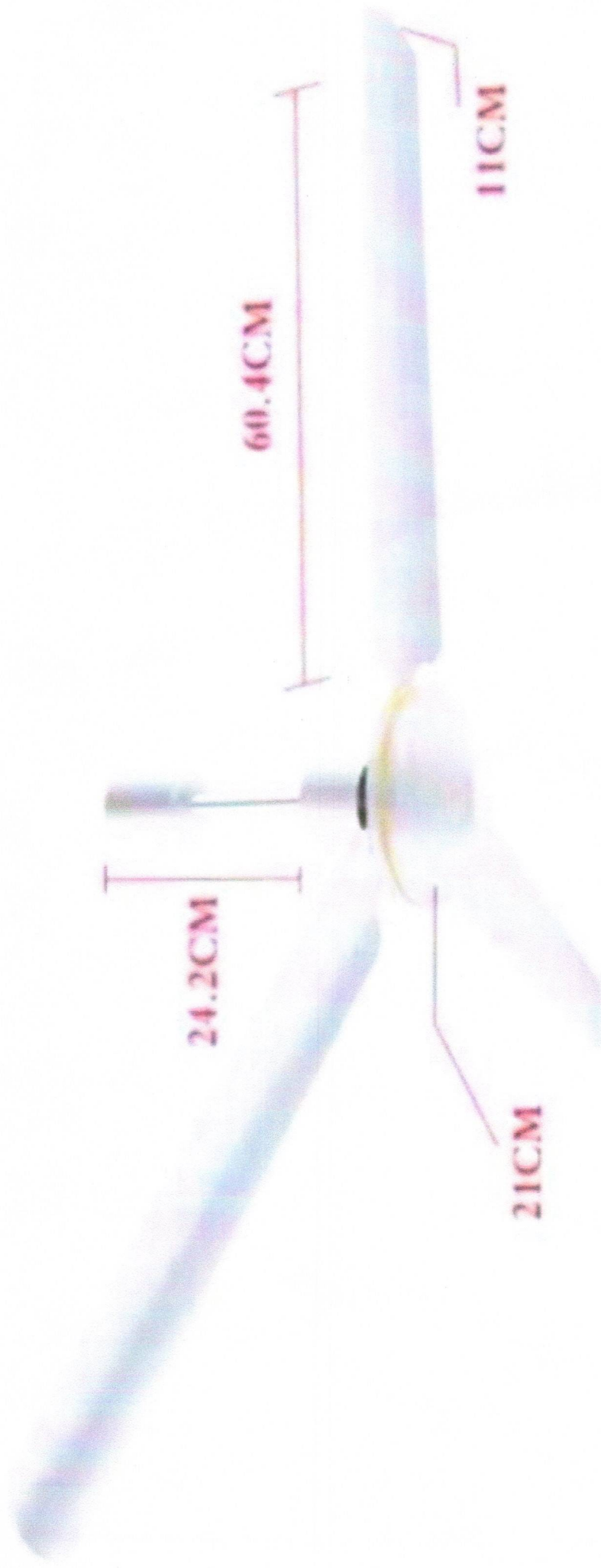
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## Size and structure



The measured size is subject to the received object