



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

REQUEST FOR QUOTATION

No. : 2023-03-056

March 23, 2023

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
 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 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
	piece	Sign Pen, black, liquid or gel	30		
	piece	Sign Pen, blue, liquid or gel	30		
	piece	Sign Pen, red, liquid or gel	30		
	bottle	Ink, for stamp pad, 50ml	2		
	jar	Glue, all-purpose, 200 grams	3		
	box	Staple wire, heavy duty (binder type) 23/13	6		
	box	Staple wire, standard	10		
	roll	Tape, packaging, 48mm	6		
	roll	Tape, transparent, 24mm	6		
	roll	Tape, transparent, 48mm	6		
	piece	Ruler, plastic, 450mm	5		
	piece	Correction tape, 8 meters	20		
	piece	Dating and Stamping machine	5		
	box	Envelope, documentary, A4, 500 pieces per box	1		
	box	Envelope, documentary, legal, 500 pieces per box	1		
	box	Envelope, expanding, kraft, 100 pieces per box	2		
	box	Fastener, metal, non-sharp edges, 50 sets per box	6		
	box	Pencil, lead/graphite, with eraser, one (1) dozen per box	1		
	piece	Pencil sharpener, manual, single cutter head	1		
	pair	Scissors, symmetrical or asymmetrical	6		
	unit	Stapler, heavy duty (binder type), desktop	4		
	piece	Tape dispenser, table top	3		
	ream	Paper, multicopy A4, 500 sheets per ream	18		
	ream	Paper, multicopy legal, 500 sheets per ream	60		
	piece	Record book, 300 pages	3		
	piece	Record book, 500 pages	3		
	cart	Ink cartridge, Epson C13T664100 (T6641), Black	19		
	cart	Ink cartridge, Epson C13T664100 (T6641), Cyan	12		
	cart	Ink cartridge, Epson C13T664100 (T6641), Magenta	12		
	cart	Ink cartridge, Epson C13T664100 (T6641), Yellow	12		

	cart	Ink cartridge, Epson (003), Black	90		
	cart	Ink cartridge, Epson (003), Cyan	18		
	cart	Ink cartridge, Epson (003), Magenta	18		
	cart	Ink cartridge, Epson (003), Yellow	18		
	bottle	Facsimile ink	1		
	ABC	₱116,015.18	TOTAL		
Purpose:	Office supplies - Payroll unit for the 1st and 2nd quarter 2023.				
	<i>This is to submit our price quotation indicated above subject to the terms and conditions of this RFQ</i>				
Suppliers Company Name:				Date:	
Address:				Tel. No.:	
TIN Number:				Cell. No.:	
Supplier's Signature Over Printed Name:				Email Add:	
				Fax No.:	



Pangi, Ipil, Zbga. Sibugay
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 depedzamboangasibugay.ph