



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

REQUEST FOR QUOTATION
 No. : 2023-03-057

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.

(Signature)
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 RFO number.

Item No.	Unit	Item Specification	Quantity	Unit Price	Total Price
	can	Air Freshener, 280 ml/can	3		
	box	Ballpen assorted (black/blue/red)	1		
	pcs	Broom, soft (tambo)	3		
	pcs	Correction tape, film base type, UL 6m min	50		
	box	Clip, backfold, all metal clamping 50mm	12		
	box	Clip, backfold, all metal clamping 32mm	12		
	bottle	Epson ink refill (T6641), Black	30		
	bottle	Epson ink refill (T6642), Cyan	8		
	bottle	Epson ink refill (T6643), Magenta	8		
	bottle	Epson ink refill (T6644), Yellow	8		
	pcs	Ink for stamp pad (black)	5		
	pas	Note pad, stick on, 76mmx76mm (3"x4")	5		
	reams	Paper, multicopy 80 gsm 210mm x 297mm A4	50		
	reams	Paper, multicopy 80 gsm 216mm x 330mm legal	24		
	box	Pencil, ahead with eraser, wood cased, HB	2		
	box	Rubber band, 70mm min lay flat lenght (#18)	1		
	pcs	Sign Pen, black, liquid/gel ink, 0.5mm needle tip	15		
	pcs	KW Trio Stapler, #35	5		
	cartridge	Toner cart, Optimum OPT-55X	4		
	cartridge	Toner Cartridge, HP CF283A (HP83A) Laserjet Black	10		
	roll	TWINE, plastic one (1) kilo per roll	2		
	ABC	₱81,202.96	TOTAL		
Purpose:	For office used, based on approved APP2023 (1st & 2nd quarter).				
	<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.:

