



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

# REQUEST FOR QUOTATION

No. : 2023-07-143

July 05, 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 10 JUL 2023. 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
	pcs	Correction tape, film base type, UL 6m min	75		
	bottle	Epson ink refill (003) black	25		
	pcs	Ink for stamp pad (black)	5		
	pad	Note pad, stick on 76mmx76mm (3"x4")	10		
	reams	Paper, multicopy, 80gsm 210mm x 297mm A4	80		
	reams	Paper, multicopy, 80gsm 216mm x 330mm Legal	25		
	box	Rubber band, 70mm min lay flat length (#18)	1		
	cartridge	Toner cart, Optimum OPT-55X	4		
	cartridge	Toner Cartridge, HP CF283A (HP83A) Laserjet black	10		
	pcs	Document envelop, brown, legal size, (thick)	250		
	pcs	SDI cutter (high carbon steel blade)	5		
	pcs	Stainless steel foot rule 12"	15		
	bundle	Folder w/ tab long, white (100pcs/bundle)	2		
	bundle	Folder w/ tab long, brown (100pcs/bundle)	2		
	box	Paper clip, vinyl/plastic coat, length: 50mm min	10		
	<b>ABC</b>	<b>90,348.00</b>		<b>TOTAL</b>	
Purpose:	<b>For office used, based on approved APP2023 (3rd &amp; 4th quarter).</b>				
		This is to submit our price quotation indicated above subject to the terms and conditions of this RFQ			
<b>Suppliers Company Name:</b>			<b>Date:</b>		
<b>Address:</b>			<b>Tel. No.:</b>		
<b>TIN Number:</b>			<b>Cell. No.:</b>		
<b>Supplier's Signature Over Printed Name:</b>			<b>Email Add:</b>		
			<b>Fax No.:</b>		



Pangi, Ipil, Zbga. Sibugay  
 (062) 333-5492  
 zamboanga.sibugay@deped.gov.ph  
 depedzamboangasibugay.ph