



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

# REQUEST FOR QUOTATION

No. : 2023-12-350

December 22, 2023

**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, Pangil, 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
	reams	Bond Paper A4	271		
	unit	Printer (L3210)	6		
	bottles	Printer Ink, black (compatible for the printer above)	35		
	bottles	Printer Ink, Yellow (compatible for the printer above)	35		
	bottles	Printer Ink, Cyan (compatible for the printer above)	35		
	bottles	Printer Ink, Magenta (compatible for the printer above)	35		
	pieces	Paper board, pack @10, A4, 180gsm	80		
	packs	Photo Paper, A4	26		
	unit	Laminating Machine	1		
	rolls	Laminating Film	2		
	cartoon	Folders Long (Brown)	2		
	cartoon	Folder Long (white)	5		
	piece	Paper Cutter	1		
	piece	Cartolina (Assorted) thick	200		
	piece	Globe Maps	20		
	packs	Paper Fastners	48		
	pieces	Cards Envelopes	460		
	pieces	Sign Pens (Gel 0.3)	24		
	boxes	Ballpen (black&blue)	10		
	boxes	Pencils	60		
	pieces	Notebooks @50 leaves	48		
	pieces	Organizer Clip Book	25		
	gallons	Alcohol 70%	48		
	bottles	Toilet bowl cleaner, 500ml	24		

	packs	Hand and body soap	24		
	rolls	Tissue, 2 ply	24		
	bottles	Liquid bleach, 1000ml	24		
	pieces	Philippine Flag	2		
	cans	Floor wax	40		
	pads	Sanitary wipes, 20sheets	24		
	boxes	Thumb tacks	10		
	pieces	Certificate holders, A4	15		
	packs	Parchment Paper, A4	23		
	pieces	Illustration boards	5		
	tubes	Glue, 40grams	48		
	pieces	Glue gun	3		
	packs	Paper clips, 33mm	24		
	pieces	Binder clips	24		
	pieces	Plastic tapes	24		
	boxes	Marker (black&blue)	2		
	pieces	Filer boxes	24		
	unit	Smart TV, 32 inch	5		
	pieces	Ceiling fan, 18 inch	5		
	ABC	380,047.50			
Purpose:	<i>To be used as Office and School Supplies for Taguisian Elementary School.</i>				
<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