

## REQUEST FOR QUOTATION

No. : 2024-02-048

February 06, 2024

**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.

  
**MA. COLLEEN L. EMORICHA, EdD., CESO VI**  
 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
	box	ballpen 12's	200		
	pcs	Notebook 40's	2500		
	pcs	Permanent Marker 12's black	24		
	rolls	Masking Tape 2"	40		
	pcs	Manila Paper 100's	500		
	boxes	Expandind Envelope 100's	25		
	reams	Bond Paper gsm80 A4	100		
	pcs	Cartolina assorted color	300		
	bottle	Refill Ink 003 black	16		
	bottle	Refill Ink 003 Cyan	16		
	bottle	Refill Ink 003 Magenta	16		
	bottle	Refill Ink 003 Yellow	16		
	Unit	Glass Filling Cabinet 5 layers	2		
	pcs	Storage box 120 liters	4		
	ream	Cannon Laid (ivory, biege) legal	3		
	sheets	Works A4	50		
	pcs	Certificate Holder A4	150		
	pair	scissors	40		
	pcs	staple #10	40		
	box	staple wire #10	100		
	pcs	Cellcards-Smart Buddy ☎ 306	15		
	pcs	Cellcards-Globe ☎ 307	15		
	boxes	Crayon 8's	300		
	boxes	Pencil 12's	30		
	ream	Construction Paper legal	20		
	Unit	Table Sharpener	1		
	pcs	Triangular bandage	80		
		*****			
	ABC	382,540.00			
Purpose:	Procurement of supplies and materials for various DRRM trainings chargeable against FY2023 DPRP Funds-continuing.				
Suppliers Company Name:			Date:		
Address:			Tel. No.:		
TIN Number:			Cell. No.:		
Supplier's Signature Over Printed Name:			Email Add:		
			Fax No.:		

