



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

# REQUEST FOR QUOTATION

No. : 2024-02-056

February 20, 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, Pangi, Ipil, Zamboanga Sibugay not later than 20 FEB 2024. 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
	pcs	Document Folder, Brown, Legal size, (thick)	1000		
	pcs	Document FileBox with cover, Legal size, (Green)	100		
	ABC	65,000.00			
Purpose:		For office used (201 files).			
Suppliers Company Name:			Date:		
Address:			Tel. No.:		
TIN Number:			Cell. No.:		
Supplier's Signature Over Printed Name:			Email Add:		
			Fax No.:		



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

# REQUEST FOR QUOTATION

## Data Folder



8 NOW THEREFORE, RESOLVED, as it is hereby RESOLVED, pursuant to Section 17 of R.A. 9184 and the applicable provisions of its IRR, to award the bid to

FC LM MARKETING

February 16, 2024

Prepared by:

JANET V. ESTRADA  
BAC Secretariat

IRENE JEE A. ALMA  
BAC Secretariat

MA. COLLEEN L. EMORICHA, B.S.D., CESO IV  
BAC Chairman