

REQUEST FOR QUOTATION

No. : 2024-06-184

June 18, 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 **24 JUN 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: Eligibility requirements must be attach in every Request for Quotation and duly authenticated or certified true copy for the following documents:

- Mayor's Permit
- Philgeps Registration Member
- Income/Business Tax Return for ABC's with 500,000.00 and above
- Omnibus Sworn Statement for ABC's with 50,000.00 (for winning bidder)

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
	piece	SIGN PEN, Medium Tip, Black	36		
	piece	SIGN PEN, Medium Tip, Blue	24		
	piece	SIGN PEN, Medium Tip, Red	36		
	pack	BATTERY, dry cell, size AA	24		
	pack	BATTERY, dry cell, size AAA	24		
	bottle	CLEANER, Toilet Bowl and Urinal	36		
	bottle	HAND SOAP, liquid	12		
	piece	MOPHANDLE, heavy duty	1		
	pack/roll	TRASHBAG, XXL size	12		
	box	STAPLE WIRE, standard	4		
	box	ENVELOPE, Expanding, Kraft	1		
	piece	MARKER, Permanent, Black	12		
	pad	NOTEPAD, stick-on, 50mm x 76mm	10		
	pad	NOTEPAD, stick-on, 76mm x 100mm	7		
	pad	NOTEPAD, stick-on, 76mm x 76mm	10		
	pack	TOILET TISSUE PAPER, 2 ply	30		
	bottle	HAND SANITIZER	12		
	bottle	DISHWASHING LIQUID	15		
	box	PLASTIC FASTENER	12		
	piece	DOOR MAT	10		
	box	DISPOSABLE GLOVES	1		

	bottle	BROTHER INK D60 Black	4		
	bottle	EPSON INK 003 Black	32		
	unit	STEEL FILE CABINET, with Five Drawers	4		
	box	DATA FILE STORAGE BOX, with cover	20		
	ABC	69,840.33			
Purpose:	For the use of COA Office of 1st & 2nd quarter. .				
Suppliers Company Name:			Date:		
Address:			Tel. No.:		
TIN Number:			Cell. No.:		
Supplier's Signature Over Printed Name:			Email Add:		
			Fax No.:		



Pangi, Ipil, Zbga. Sibugay
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