

**REQUEST FOR QUOTATION**

No. : 2024-06-185

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
	BOX	SIGN PEN, Fine Tip, Black	15		
	BOX	SIGN PEN, Fine Tip, Blue	27		
	pcs	Sign Pen, Black, Liquid or Gel	23		
	pcs	Sign Pen, Blue, Liquid or Gel	2		
	PCK	BATTERY, dry cell, size AA	8		
	PCK	BATTERY, dry cell, size AAA	8		
	roll	ACETATE	1		
	unit	COMPUTER MOUSE, Wireless, durable	8		
	box	STAPLE WIRE, standard	13		
	box	CLIP, backfold, 25mm	18		
	box	CLIP, backfold, 32mm	16		
	box	CLIP, backfold, 50mm	15		
	piece	CORRECTION TAPE	35		
	piece	Clearbook, 20 transparent pockets, A4	2		
	box	Paper, parchment, 100 sheets per box	1		
	piece	FILE ORGANIZER, expanding, plastic, legal	1		
	pack	FILE TAB DIVIDER, A4	1		
	box	INDEX TAB	2		
	piece	MARKER, Permanent, Blue	12		
	piece	MARKER, Permanent, Black	22		
	PCS	MARKER, Whiteboard, Black	5		
	box	PAPER CLIP, vinyl/plastic coated, 33mm	21		



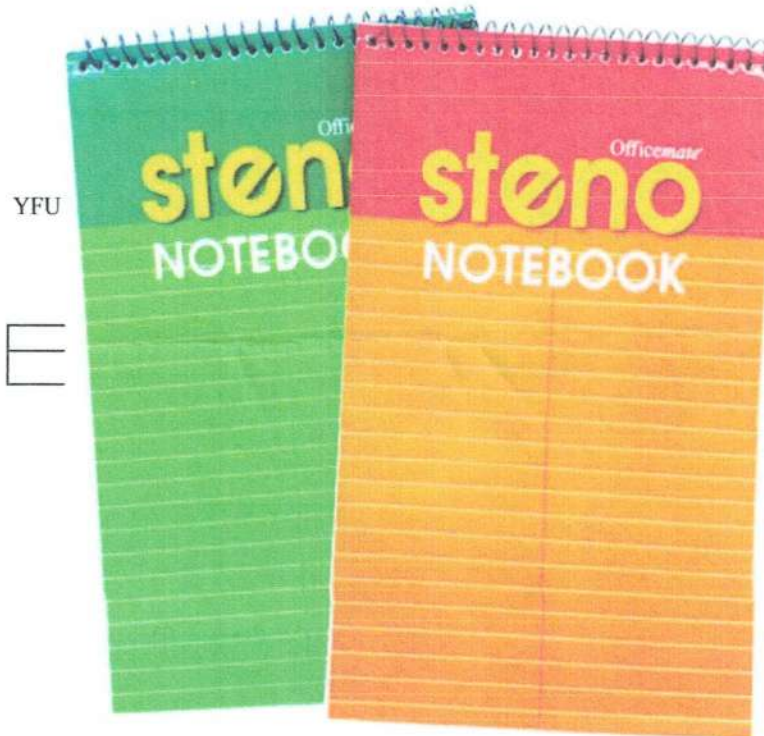
	piece	BINDING RING/COMB, plastic, 32 mm	1		
	pad	NOTEPAD, stick-on, 50mm x 76mm	13		
	pad	NOTEPAD, stick-on, 76mm x 100mm	13		
	pad	NOTEPAD, stick-on, 76mm x 76mm	10		
	pack	TOILET TISSUE PAPER, 2 ply	12		
	bottle	HAND SANITIZER	1		
	pack	STICKER PAPER	1		
	unit	Ink BT D60 Black	3		
	unit	Wireless Mouse	1		
	unit	Ink BT D60 Magenta	1		
	unit	Ink BT D60 Cyan	1		
	unit	Ink BT D60 Yellow	1		
	pack	FOLDER, L-type, A4, 50 pieces per pack	5		
	pack	FOLDER, L-type, legal, 50 pieces per pack	11		
	pcs	Puncher, paper, heavy duty	2		
	box	RUBBER BAND No. 18, 350g	4		
	piece	STAMP PAD, felt	1		
	piece	STAPLER, standard type	7		
	unit	STAPLER, heavy duty (binder type), desktop	1		
	pad	Notepad,stick on, 2 x 3, 100 sheets per pad	3		
	unit	EPSON Ecotank - Wifi Direct L3250 or its equivalent	1		
	pcs	EPSON - Genuine 003 Ink (Black)	10		
	pack	Worx paper	15		
	pack	Hot Stamping Certificate	15		
	pcs	Plaque (pls coordinate end user:M&E)	10		
	pcs	Ink Cartridge for Canon Pixma G2010 ca91 Black	1		
	pcs	Ink Cartridge for Canon Pixma G2010 ca92 Colored	1		
	pcs	Globe prepaid cards (@300)	5		
	pcs	Laptop bag	1		
	pcs	Solid Glue stick	2		
	pcs	Packaging tape 2m	5		
	pcs	9in1 set office/school supplies,storage,holder,desk, organizr	2		
	pcs	A4 File Folder Box Office	10		
	pcs.	Multifunctional 2 layer tower style vertical	2		
	box	Certificate holder A4 size	1		
	pcs	PVC ring binder 8mm	5		
	pcs	PVC ring binder 10mm	5		
	pcs	PVC ring binder 14mm	5		
	pcs	PVC ring binder 16mm	5		



	pack	PVC Cover clear 210mm X 297mm	1		
	UNIT	SSD 256GB	1		
	PCS	DOUBLE SIDED TAPE	6		
	PCS	DOCUMENT BOX	2		
	BOX	BALL POINT PEN BLACK 100'	2		
	PACK	PHOTO PAPER	16		
	PCS	CERTIFICATE HOLDER A4	106		
	BOT	BROTHER PRINTER 5000 INK D60 BK	2		
	BOT	BROTHER PRINTER 5000 INK 5000 C	2		
	BOT	BROTHER PRINTER 5000 INK 5000 Y	2		
	BOT	BROTHER PRINTER 5000 INK 5000 M	2		
	cart	Ink Cartridge,Canon, 811 colored	5		
	cart	Ink Cartridge,Canon, 810 black	5		
	pc	Acer Laptop Battery	1		
	bot	Glue all purpose 200 g	13		
	can	Disinfectant Spray	9		
	roll	Tape Masking, 24mm	8		
	roll	Tape Masking, 48 mm	6		
	roll	Tape, Transparent, 24mm	3		
	roll	Tape, Transparent, 48mm	3		
	pck	Tissue, Interfolded Paper Towel,150 pulls per pack	2		
	pc	Ruler, Flexible,plastic,450mm	15		
	box	Expanded Envelope,plastic	12		
	box	Expanded Envelope,brown,long '100	5		
	pcs	MONOBLOC CHAIR, white	35		
	pcs	Notebook 50 leaves	345		
	pcs	USB Port Extension Hub	5		
	<b>ABC</b>	<b>166,107.45</b>			
Purpose:	<b>Office Supplies for SGOD office, Socmob, EFS, HRD,M&amp;E and YFU.</b>				
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  
 (062) 333-5492  
 zamboanga.sibugay@deped.gov.ph  
 depedzamboangasibugay.ph



46560