



# REQUEST FOR QUOTATION

No. : 2023-03-033

March 08, 2023

Date

**To: All Eligible Bidders**

- 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, Ipil, Zamboanga Sibugay not later than \_\_\_\_\_. Receipt of at least one (1) of this quotation is sufficient to proceed with the evaluation.
- Term and Conditions
  - All entries must be READABLE/ TYPEWRITTEN.
  - Please fill up the blank section/ columns (Unit price, total price including the grand total).
  - 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.

  - 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**

- 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
	gal	Alcohol, ethyl, 68%-72%, 1 Gallon	1		
	box	Carbon Film A4	1		
	ream	Paper, Multi-Purposes, A4, 70 gsm	25		
	ream	Paper, Multi-Purposes, legal, 70 gsm	16		
	book	Record Book, 500 pages, size: 214mm x 278mm min	5		
	pack	Battery, dry cell, size AAA	2		
	jar	Glue, All purpose	1		
	roll	Tape, transparent, 24mm	5		
	unit	Desktop for Basic Users	2		
	piece	Correction Tape, 8m	10		
	piece	Marker, permanent, black, bullet type	5		
	box	Rubber Band, No. 18	1		
	piece	Puncher, paper, heavy duty	1		
	piece	Sign Pen, Black	20		
	piece	Sign Pen, Blue	20		
	piece	Dual LED monitor mount stand desktop computer monitor stand for 14"-32" vertical display mount stand	1		
	piece	epson ink (003-BK)	3		
	piece	epson ink (003-YELLOW)	1		
	piece	epson ink (003-MAGENTA)	1		
	unit	Ordinary Printer- Continuous Ink (Compatible with the ink to be procured above)	2		
	ABC	₱72,310.13		TOTAL	
Purpose:		<b>Record Supply and Equipment.</b>			
<i>This is to submit our price quotation indicated above subject to the terms and conditions of this RFQ</i>					
Suppliers Company Name:			Date:		
Address:			Tel. No.:		
TIN Number:			Cell. No.:		
Supplier's Signature Over Printed Name:			Email Add:		
			Fax No.:		

