



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

REQUEST FOR QUOTATION

No. : 2023-03-070

March 28, 2023

Date

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 _____. 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.


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
	unit	Laptop: Core i5, light and slim, 8GB RAM, 500GB	3		
	pcs	Optical mouse, wired	2		
	Unit	ADS-2200 Scanner Two sided scanning, image center high speed desktop document scanner can save single or two sided documents in a single pass at up to 35 ppm (1) 50-sheet capacity auto document feeder: Scan large volume jobs with the ASD 2200 automatic documents feed with page-continuous scanning. Multiple scan destinations. Scan quickly and submit to multiple destination, including email, OCR, file, image and USB flash memory drive (2)	1		
	box	Sign pen, good quality, black, hi-techpoint V5RT	5		
	box	Sign pen, good quality, blue, hi-techpoint V5RT	5		
	box	Retractable Ballpen, good quality, black, BP-1 RT	10		
	box	Bond Paper, A4, 70gsm	16		
	box	Bond Paper, Long, 70gsm	16		
	Unit	3 in 1 Printer, continuous ink	2		
	bottle	Black Ink (must be compatible with the printer above)	10		
	bottle	Cyan Ink (must be compatible with the printer above)	5		
	bottle	Magenta Ink (must be compatible with the printer above)	5		
	bottle	Yellow Ink (must be compatible with the printer above)	5		
	pcs	Correction Tape Refillable	15		
	pcs	Refill for Refillable Correction Tape	15		
	box	Paper Clip (asstd color) small (33mm)	10		
	box	Paper Clip (asstd color) big (50mm)	10		
	pack	A4 sticky notes (0.62 inches, small), <i>please see attached picture</i>	30		
	pcs	Sticky notes (4x6 inches)	20		
	box	White Board Marker (black)	1		
	box	Paper Fastener (metal)	3		
	pcs	Logbook 8.5 inches x 11 inches- 300 pages	10		
	box	Binder clip, 15mm	15		
	box	Binder clip, 19mm	15		
	pack	Folder Expandable (asstd color)	5		
	pcs	Folder long	30		
	pcs	Folder short	30		
	pcs	Envelope long (brown)	50		

	bottle	Ink for Brother DCP-T720DW -Black	8		
	bottle	Ink for Brother DCP-T720DW -Yellow	6		
	bottle	Ink for Brother DCP-T720DW -Cyan	6		
	bottle	Ink for Brother DCP-T720DW -Magenta	6		
	pcs	Customized name stamp (<i>pls see attached specs</i>)	1		
	pcs	Scissor for office use only	2		
	pcs	Hard Drive, 500GB	1		
	box	Pilot Pen (Broad) black	2		
	pcs	Glue, 40 g	3		
	pcs	Double sided tape, 1 inch	2		
	box	Staple wire no. 35	6		
	box	All purpose rubber band for office use	2		
	pcs	Desk organizer (<i>please see attached sample picture</i>)	2		
	pcs	File organizer (<i>please see attached sample picture</i>)	2		
	pc	Cutter, steel	1		
	pack	Photo paper	2		
	pack	Worx	2		
	pcs	Air Freshener, ocean fresh, 300ml	5		
	pcs	Toilet bowl cleaner, 500ml	5		
	pack	Tissue, 2 ply, 12 pcs per pack	4		
	pcs	Laptop Cooler with simple design, <i>please see attached picture for sample</i>	5		
	pcs	Ink HP laser jet 83A	5		
	pcs	Portable Printer for office use	2		
	cartridge	Black ink (must be compatible with the portable printer above)	17		
	cartridge	Colored ink (must be compatible with the portable printer above)	14		
	pcs	TM load card	15		
	pcs	Smart load card	15		
	bottle	T6441 (Black)	5		
	bottle	T6442 (Cyan)	5		
	bottle	T6443 (Magenta)	5		
	bottle	T6444 (Yellow)	5		
	ABC	P351,836.50	TOTAL		
Purpose:	To be used as office supplies and equipment for the Bids and Awards Committee for CY 2023.				
		This is to submit our price quotation indicated above subject to the terms and conditions of this RFQ			
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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**FILE
ORGANIZER**

**DESK
ORGANIZER**



PILOT

HI-TECPOINT V5 RT



PILOT PEN

ITOLIFE



BALL PEN

**LAPTOP
COOLER**

EASYPC

DEEPCOOL

N200
BLACK NOTEBOOK COOLER



120MM FAN



ALUMINUM
MESH PANEL



ANTI-SLIP FEATURES



**FAST
DELIVERY**



**7
DAYS
RETURN**



**1
YEAR**

