**REQUEST FOR QUOTATION**

**No. 331, s. 2015**

**September 30, 2015**

**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 RO IX, Airport Road, Tiguma, Pagadian City not later than, 2:00PM of October 5, 2015. Upon receipt of at least three (3) quotations the BAC shall open the same.**

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).**

**c. Delivery period must be on the specified date/ indicated in the P.O. / Contract.**

**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 the 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) per line item shall be disqualified**.

**CRISOLOGO L. SINGSON**

**BAC Chairperson**

**Note: The Head of the Procuring Entity reserves the right to review the quotation of the bidders and reject any and all bids, declare 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.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please return in sealed envelope and indicate the RFQ number.** | | | | | | |  | |  |  |
| Item No. | Unit | **Item Specification** | | | **ABC** | | Qty. | | Unit Price | Total Price |
|  | Pcs | ID Jacket | | | 3,600.00 | | 600 | |  |  |
|  | Doz | Pen tel pen | | | 2,640.00 | | 5 | |  |  |
|  | Rolls | Masking Tape 1” (thick) | | | 760.00 | | 20 | |  |  |
|  | Doz | Cartolina Assorted Color | | | 420.00 | | 5 | |  |  |
|  | Bots | Elmers Glue 130g | | | 272.00 | | 4 | |  |  |
|  | Doz | Colored Paper | | | 36.00 | | 3 | |  |  |
|  | Reams | Multi-purpose colored paper | | | 2,200.00 | | 10 | |  |  |
|  | Bots | Toner gestetner | | | 11,400.00 | | 3 | |  |  |
|  | Bot | Pilot ink | | | 1,800.00 | | 20 | |  |  |
|  | Bundle | Manila Paper | | | 1,900.00 | | 1 | |  |  |
|  | Pcs | HP ink #60 | | | 3,600.00 | | 3 | |  |  |
|  |  |  | | |  | |  | |  |  |
|  |  |  | | |  | |  | |  |  |
|  |  | **ABC: Php 28,628.00** | | |  | |  | |  |  |
|  |  | **Purpose: Emergency purchase for the Region-Wide Training on the Implementation of ELLN for selected Division Supervisors, District Supervisors, Schools Heads and Teachers on September 13-14, 2015 for 1st batch and September 27 to October 7 for 2nd batch, charged to Contingency Funds** | | |  | |  | |  |  |
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|  |  | | |  | |  | | | |  |
|  |  | | | This is to submit our price quotations indicated above subject to the terms and conditions of this RFQ | |  | |  | |  |
| Supplier's Company Name: | | | |  | | TIN: | |  | |  |
| Tel. No.: |  | | |  | | Fax No. | |  | | e-mail: |
| Supplier's Authorized Signature Over Printed Name: | | | | | | Date: | |  | |  |
| Reference Number: | | |  | | |  | |  | |  |