



REQUEST FOR QUOTATION (RFQ)

SOLI NO. 2021-014

To: **ALL ELIGIBLE SUPPLIERS**

I Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ. Submit or send your quotation(s), duly signed by you or your representative, inside an I a sealed I envelope to the Bids and Awards Committee or its Secretariat on or before at DepED Div. Office, Balilahan, Mabua, Tandag City care of JASMIN R. LACUNA, BAC Chair. Please write the Quotation No. 132, your business name and contact no. in front of you envelope. Quotation that exceeds the approved budget for the contract (ABC), (Your item/per lot) shall be rejected. Evaluation and award shall be done on a (per item/per lot) basis. For more information please call us at Telephone No. : (086) 211-4375 care of ENGR. LEA G. GURIMBAO, BAC Secretariat.

SHIRLENE E. CRABAJALES
 BAC Vice Chair

II Particulars




Item/ Lot No.	ITEM & DESCRIPTION / Technical Specifications	Approved Budget the Contract (ABC) in PhP	Quantity	Unit of measure	Brand and Model No.	Unit Cost
	Packaging Tape 2"		20	rolls		
	Fastener		50	boxes		
	Transparent Tape 1"		50	rolls		
	Transparent Tape 2"		30	rolls		
	Note Pad 2x3		60	pads		
	Note Pad 3x3		50	pads		
	Note Pad 3x4		30	pads		
	Plastic Ruler 2"		30	pcs		
	Rubber Banc No. 8		10	boxes		
	Plastic Twine		10	rolls		
	Folder, Long		50	pack		
	Folder,A4		5	pack		
	Toilet Cleanser		10	bot		
	Permanent Marker		120	pcs		
	Paper Clip, 32mm		30	boxes		
	Ballpen		200	pcs		
	Broom, Fiber		20	pcs		
	Epson 664 Ink, Black		50	bots		
	Epson 664 Ink, Cyan		30	bots		
	Epson 664 Ink, Magenta		30	bots		
	Epson 664 Ink, Yellow		30	bots		
	Sign Pen, 0.5 Black		120	pcs		
	Disinfectant Spray		30	cans		
	Epson 003 Ink, Black		50	bots		
	Epson 003 Ink, Cyan		30	bots		
	Epson 003 Ink, Magenta		30	bots		
	Epson 003 Ink, Yellow		30	bots		
	Bondpaper, A4 Subs. 20		300	reams		
	Bondpaper, Long, subs 20		200	reams		
	Brother DT60 Ink Black		30	bots		
	Brother DT60 Ink Cyan		15	bots		
	Brother DT60 Ink Magenta		15	bots		
	Brother DT60 Ink Yellow		15	bots		
	Stapler No. 35 with remover		30	pcs		
	Staple Wire No. 35		50	boxes		
	Ring Binder 1/2"		50	pcs		
	Ring Binder 1"		40	pcs		
	Ring Binder 2"		40	pcs		
	For First Quarter Division Office use					

Delivery Period: 20 Days from Suppliers receipt of Purchase (PO)
 Delivered to: DepED Division of Surigao del Sur, Balilahan, Mabua, Tandag City
 This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ

Suppliers Business Name		Tin. No.	
Address			
Telephone No.		Fax No.	
		Email :	

Suppliers Authorized Representative's Signature over Printed Name	Date	
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 Balilihan, Mabua, Tandag City, Surigao del Sur, 8300
 (086) 211-3225
 surigaodelsur.division@deped.gov.ph



ISO Cert. No. AW/PH909105102

