



Department of Education
Region III
Schools Division of Zambales
Municipality of Botolan



PANAN ELEMENTARY SCHOOL
106820
Purok 1, Panan, Botolan, Zambales
106820@deped.gov.ph

REQUEST FOR QUOTATION

Date: 12-Aug-24
Quotation No.: PES-2024-RFP006

(Business Name)

(Business Address)

(Business Permit No.)

(TIN No.)

Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ, and submit or send your quotation duly signed by your representative, not later than August 19, 2024 at **12:00pm**. Upon receipt of at least **1 quotation** after the submission deadline, the BAC shall open the quotation and proceed with the evaluation.

GENERAL CONDITIONS:

1. All entries must be hand written.
2. Approved budget of the contract is **Php 25,000.00**(Lump Sum).
3. Delivery period within 5 (FIVE) calendar days from the date of receipt of Notice to Proceed.
4. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
5. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.
6. Price validity shall be for a period of thirty (30) calendar days.
7. Submission on the following:
 - a. Philgeps Registration Certificate
 - b. TIN-BIR Registration
 - c. Mayor's Permit

Open quotation may be submitted, manually or through facsimile or email at the address and contact numbers indicated in the headings of this RFQ.

CARMEN D. DAYO
BAC Chairman

Item No.	Quantity	Unit	Articles/Description/Brand or Model	Unit Price	Total Price
1.	6	ream	SPECIALTY PAPER/180GSM/WHITE/SHORT		
2.	1	ream	SPECIALTY PAPER/180GSM/WHITE/LONG		
3.	2	ream	SPECIALTY PAPER/90GSM/WHITE/SHORT		
4.	24	ream	BOND PAPER/A4/70GSM		
5.	13	ream	BOND PAPER/LONG/70GSM		
6.	2	ream	BOND PAPER/SHORT/70GSM		
7.	1	ream	FOLDER/WHITE/A4		
8.	1	ream	FOLDER/WHITE/LONG		
9.	10	pc	CLEAR PLASTIC ENVELOPE WITH SNAP BUTTON/LONG		
10.	4	box	STAPLER WIRE/#35-5mm		
11.	4	pc	PILOT G-TECH/BLACK/0.3mm		
12.	9	pc	MY GEL PEN/0.5mm/PURPLE		
13.	3	pc	MY GEL PEN/0.5mm/GREEN		
14.	1	pc	MY GEL PEN/0.5mm/RED		
15.	11	pc	PILOT PENTEL PEN/BLACK/BROAD		

Item No.	Quantity	Unit	Articles/Description/Brand or Model	Unit Price	Total Price
16.	4	bottle	PILOT INK REFILL/BLACK/30ML		
17.	1	pc	PUNCHER HEAVY DUTY		
18.	2	pc	DOUBLE SIDED TAPE TISSUE/18mm x 30m B-ROLL		
19.	2	pc	GLUE ALL-WHITE GLUE/240ml		
20.	2	bottle	EPSON INK 664/BLACK		
21.	1	bottle	EPSON INK 664/YELLOW		
22.	1	bottle	EPSON INK 664/MAGENTA		
23.	1	bottle	EPSON INK 003/BLACK		
24.	2	pack	STICKER PAPER		
25.	1	box	THUMB TACKS		
26.	3	pc	DOMEX ULTRA THICK BLEACH TOILET CLEANER/900mL		
27.	1	pc	POWDER DETERGENT/1 kg		
28.	10	pc	ETHYL ALCOHOL/70% SOLUTION/ 1L		
29.	1	pc	ROOM AIR FRESHENER		
30.	1	pc	ZONROX BLEACH ORIGINAL/ 1L		
31.	3	pc	ZONROX BLEACH LEMON/ 1L		
32.	4	pc	ZONROX COLOR SAFE/900ml		
33.	1	pc	MOP		
34.	2	pack	TRASH CAN MEDIUM		
35.	1	pc	DOORMAT (WELCOME)		
36.	1	pc	DISHWASHING LIQUID / 1L		
37.	1	pc	DUSTPAN		
38.	2	pc	WALIS TAMBO		
39.	2	pc	BROOM STICK		
40.	1	pc	SPIN MOP		
41.	1	pc	TP-LINK T1-SG1005D V9-PLUG N PLAY-PORT GIGABIT DESKTOP SWITCH		
42.	2	bottle	INSECT SPRAY		
43.	1	set	BUCKET WITH LID/SMALL		
44.	1	pc	DIPPER		
45.	5	pack	GARBAGE BAG/MEDIUM		
			nothing follows		
				Total:	

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name/Signature

Telephone No. Cellphone No./e-mail

Date

CARMEN D. DAYO

MT-I / Teacher-in-Charge