

Request for Quotation (RFQ)

Date: August 23, 2017
Quotation No. DepEd-17-NCR-RFQ-72

To all Eligible Suppliers/Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on the items below for the "Division Office Use." This is subject to the Terms and Conditions of this RFQ. Submit your quotation duly signed by your representative not later than **10:00 AM of August 29, 2017. The Opening of Quotation shall be on the same date, 10:10 AM at Schools Division Office-Marikina City AVR2.** For more information please call the BAC Secretariat at Telephone No. (02) 682-39-89.

II. TOTAL APPROVED BUDGET: Php 27,817.50

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	Ballpen Black	100 pcs		
	Battery AA	20 packs		
	Battery AAA	20 packs		
	Board paper Legal	50 packs		
	Board Paper A4	50 packs		
	Envelope Mailing Legal	500 pcs		
	Data File Box	100 pcs		
	Folder Legal	500 pcs		
	Rubberband	10 boxes		
	Transparent Tape 1"	20 rolls		
	Stamp Pad	5 pads		
	Stamp Pad Ink 28ml (Machine Made Stamp)	10 bot		
TOTAL				

For: **ELISA O. CERVEZA**
BAC Chairperson *h*
By: *[Signature]*
JOSEPH T. SANDS
BAC Vice Chairperson

This is to submit our price quotations indicated above subject to the terms and conditions of this RSQ.

Bidder's Company Name:				TIN:	
Address:					
Telephone No.:		Fax No.:		e-mail:	
Supplier's Authorized Representative's Signature over Printed Name:				Date:	

IV. Terms and Conditions

Submission of Requirements:

- Quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at DepEd Division of Marikina City, Shoe Ave., Sta. Elena, Marikina City through the Records Section.
- Supplier shall submit the following requirements:
 - Duly signed Invitation to Submit Quotation (RFQ). Prices shall be quoted in Philippine Pesos/Filled up detailed estimate of appraisal.
 - G-EPS/PhilGeps Registration Certificate
 - Valid Mayor's Permit and or any of the following: Latest audited financial statement, Tax clearance, Income and Business Tax Return, DTI/SEC/CDA Registration, and Omnibus Sworn Statement.