

REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION
 NATIONAL CAPITAL REGION
 DIVISION OF MARIKINA CITY
BIDS AND AWARDS COMMITTEE



REQUEST FOR PRICE QUOTATION (RFQ)

Date: October 9, 2018
 Quotation No. LVES-2018-RFQ-10-0025

To all Eligible Suppliers/Bidders:

I. Please quote your lowest price appraisal inclusive of VAT on the items below for the "Common Office Supplies" This is subject to the Terms and Conditions of this RFQ. Submit your quotation duly signed by your representative not later than **10:00 A.M. of October 12, 2018** **The Opening of Quotation shall be on the same date and time at Leodegario Victorino Elementary School, A. Bonifacio Ave. Jesus dela Pena, Marikina City.** For more information please call the BAC Secretariat at Telephone No. (02) 945-66-21.

VILMA B. CAMBA
 BAC Chairperson

II. TOTAL APPROVED BUDGET: P 9, 459.32

III. SUMMARY OF ITEMS/WORKS

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT PRICE (Php)	TOTAL PRICE (Php)
1.	Ballpen blue	120 pieces		
2	Sticker paper	20 packs		
3	Paper, multi- copy, Legal subs.20	12 reams		
4	Colored paper, blue	12 pack		
TOTAL				Php

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

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

V. Terms and Conditions

A. Submission of Requirements

1. Sealed quotations and other requirements stated below shall be submitted to the Bids and Awards Committee (BAC) at Leodegario Victorino Elementary School through the Principal's Office.
2. **Supplier/Bidder shall submit the following requirements:**
 - a. **Duly signed Request for Price Quotation (RFQ). Prices shall be quoted in Philippine Pesos/Filled up detailed estimate of appraisal**
 - b. **G-EPS/PhilGeps Registration Certificate**