



## REQUEST FOR QUOTATION

Suppliers Name: \_\_\_\_\_  
\_\_\_\_\_

<b>DEADLINE OF SUBMISSION:</b> <span style="font-size: 1.2em; color: blue;">APR 05 2021</span>
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RFQ No.: 21-03-044  
MOP: SVP  
Contact No.: 09560767069  
Contact Person: Welda Liezl Buslig

**Sir/Madam:**

Please quote at your government price (including VAT) and state the time and date which you can make delivery \_\_\_\_\_ . It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated. Your quotations shall be subjected to the General conditions stated below.

1. Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s to be denominated in Philippine Peso shall indicate all taxes, duties and/or levies payable.
3. Bidders must indicate BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected/disqualified.
6. Erasures/corrections made in the RFQ should be counter signed.
7. Documentary requirements shall be attached upon submission of the quotation. (See attached list of requirements per Mode of Procurement)

**FELICIANO L. AGSADAY JR.**  
BAC Chairperson

Item No.	Item and Description	Unit	Qty.	Unit Price	Total
1	Bond Paper A4 gsm 70	Reams	80		
2	Printer Ink (4 colors per set, 20 sets Epson 664 and 30 sets	Sets	50		
<b>Purpose</b>	<i>Materials to be used during the unpacking and combining of the Quarter 4 Most essential learning competencies for MTB-MLE</i>	ABC:	91,000.00	<b>TOTAL:</b>	

**Terms & Conditions:**

1. Delivery period within \_\_\_\_\_ calendar days.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
3. DepEd Tabuk City reserves the right to reject any or all offers as may be advantageous to the Office.
4. The award shall be by (by line item, by total bid price) \_\_\_\_\_.
5. Others:

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

Business/Company Name: \_\_\_\_\_  
Printed Name & Signature of Dealer/Authorized Rep.: \_\_\_\_\_  
Business address: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
Email Address: \_\_\_\_\_