



Republic of the Philippines
Department of Education
REGION I

REQUEST FOR QUOTATION / PROPOSAL

DATE : April 8, 2024
RFQ NO. : 2024-04-0042P
PR NO. : 2024-04-0042P
PHILGEPS REF NO. :

Name of Company

Complete Company Address

To whom it may concern:

Please quote your lowest price/s on the lot or Item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **April 12, 2024 at 10:00 AM**, Bids and Awards Committee, DepED Regional Office City of San Fernando, La Union

Very truly yours,

RHODA T. RAZON
Director II
Chairperson, BAC

CANVASSERS'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Department of Education Region I.

(Signature Above Printed Name)
AUTHORIZED CANVASSERS

PLEASE QUOTE: PER LOT/ITEM

SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX

NO.	ITEM DESCRIPTION (Item Name & Technical Specification)	QTY.	UNIT	APPROVED BUDGET OF THE CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL	
					UNIT PRICE	TOTAL PRICE	YES	NO
	Procurement and Delivery of Sports Supplies and Materials re: Palarong Pambansa			147,804.72				
1	Tissue, white, 2 ply	541	roll					
2	Toothbrush, regular size, soft bristle	541	pcs					
3	Towellete, white	541	pcs					
4	Detergent bar, max. 125g, individually wrapped	541	pcs					
5	Bath soap white, 60g	541	pcs					
6	Toothpaste, 66g	541	pcs					
7	Eco Bag, medium	541	pcs					
8	Sticker Paper, A4, printable for inkjet	15	pcs					
9	ID jacket, B4, durable plastic	800	pcs					
10	ID lace, 1", golden yellow, wired stripe/s	800	pcs					
11	Photopaper, A4	10	packs					
12	silk screen printing mesh 80 (165 width)	1	pc					
13	Textile, wetlook / athletic, red	1	pc					
14	Textile, wetlook / athletic, yellow, 1/2	1	pc					
15	Textile, wetlook / athletic, white, 1/2	1	pc					
16	bond paper, 8.5 x 13, ordinary	1	ream					
17	Photo emulsion 2508	1	pcs					
18	Pilon (thickest)	2	yard					
19	correction tape, 8m	6	pcs					
20	marker, fluorescent, 3 colors	1	pack					
21	marker, permanent, chisel type, black	10	pcs					
22	paper, multicopy, 80gsm, A4 size	15	ream					
23	paper, multicopy, 80gsm, legal size	15	ream					
24	tape, transparent, 48mm, 50 meters length	15	pcs					
25	masking tape, 50mm, 50 meters length	4	pcs					
26	masking tape, 12mm, 50 meters length	4	pcs					
27	packaging tape, 48mm, 50 meters length	15	pcs					
28	twine, plastic, one kilo per roll	3	pcs					
29	certificate holder, 9 x 12,	50	pcs					
30	ball pen, assorted	30	pcs					
31	board paper, white, 8.5 x 13	80	pack					
32	multi insect killer, water based, 500 ml	10	pcs					
33	scissors, 6", heavy duty	3	pcs					

34	cutter knife, heavy duty	4	pcs				
35	battery, size AA, alkaline	36	pcs				
36	battery, size AAA, alkaline	18	pcs				
Note: Read the General Conditions on the 2nd page							



Address: Flores Street, Brgy. Catbangan, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324
 Email Address: region1@deped.gov.ph
 Website: www.depedro1.com

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GENERAL CONDITIONS

- All entries must be typewritten and/or written legibly;
- Bidders must submit certificate of PHILGEPS Registration ;
- Bidders must submit the following documentary requirements
 - Business permits/ mayor's permit
 - Notarized Omnibus Sworn Statement
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:

Your Company Name
 RFO No.
 PR No.
 PHILGEPS Reference No.
- Delivery period must be on **May 8, 2024**, at DepED Regional Office I, Asset Management Section Office.
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price validity shall be for a period of _____ days upon opening of the quotation;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transaction with Department of Education Region I shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANTS
 CERTIFICATION**

Date: _____

After having carefully read and accepted Your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ days from receipt of the **Notice to Proceed/Contract Agreement**

Print Name & Signature of Authorized Representative

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)



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