REQUEST FOR QUOTATION

Date: **03/17/2025**
RFQ No.: **25-03-025**
PR No.: **2025-03-0043**

Name of Business:

Address:

Business Permit No.:

Tax Identification No.:

PhilGEPS Registration No.:

The Technical Education and Skills Development Authority (TESDA) Regional Office III, through its Procurement Unit/FASD, intends to procure for **"Purchase of office supplies and materials not available at PS (DBM)"**, which will be undertaken in accordance with **Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)** of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein subject to the terms and conditions provided in the last page of this RFQ. Submit your quotation duly signed by you or your duly authorized representative not later than **March 25, 2025 0900H** through email at region3.fasd@tesda.gov.ph.

Interested suppliers are required to submit copies of the following as per Annex "H" of the 2016 Revised IRR of Republic Act No. 9184 along with your quotation/proposal:

a) PhilGEPS Registration Number
b) Mayor's/Business Permit
c) Income/Business Tax Return
d) Omnibus Sworn Statement

Open quotations may be submitted manually at the TESDA Regional Office III, Diosdado Macapagal Government Center, Maimpis, City of San Fernando, Pampanga or email at region3.fasd@tesda.gov.ph in PDF.

For further queries, you may contact us at mobile numbers 09177079324, 09478973348 or email address at region3.fasd@tesda.gov.ph.

PATRISHA MARIA ERIKA S. ESTACIO
Bids and Awards Committee Secretariat

Annex "A"

PRICE QUOTATION FORM

Date: _____

The BAC Chairperson
TESDA III Regional Office
Government Center, Maimpis
City of San Fernando, Pampanga

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

Item Description	Qty	Unit	Unit Cost	Approved Budget for the Contract (In Peso)	Offer			Remarks
					Compliance with the Technical Specifications (Please Check)		Price Offer	
					Yes	No		
Purchase of office supplies and materials not available at PS (DBM)								
ALCOHOL, Ethyl, 1 Gallon	10	Gallon	500.00	5,000.00	[ ]	[ ]		
BINDING RING/COMB, plastic, 32mm (Bundle of 10pcs)	2	Bundle	300.00	600.00	[ ]	[ ]		
CLIP, Backfold, 19mm (Box of 12pcs)	10	Box	30.00	300.00	[ ]	[ ]		
CLIP, backfold, 25mm (Box of 12pcs)	10	Box	40.00	400.00	[ ]	[ ]		
CLIP, Backfold, 32mm (Box of 12pcs)	10	Box	50.00	500.00	[ ]	[ ]		
CLIP, Backfold, 50mm (Box of 12pcs)	10	Box	80.00	800.00	[ ]	[ ]		
CORRECTION TAPE	20	Piece	30.00	600.00	[ ]	[ ]		
CUTTER/UTILITY KNIFE, for general purpose	10	Piece	50.00	500.00	[ ]	[ ]		
DATA FILE BOX	50	Piece	200.00	10,000.00	[ ]	[ ]		
DATER STAMP	5	Piece	475.00	2,375.00	[ ]	[ ]		
DISINFECTANT SPRAY, aerosol, 400g (min)	5	Can	170.00	850.00	[ ]	[ ]		
ENVELOPE, Documentary, A4 (Box of 500pcs)	1	Box	1,000.00	1,000.00	[ ]	[ ]		
ENVELOPE, Documentary, Legal (Box of 500pcs)	1	Box	1,200.00	1,200.00	[ ]	[ ]		
ENVELOPE, Expanding, Kraft (Box of 100pcs)	1	Box	1,100.00	1,100.00	[ ]	[ ]		

ERASER, Plastic/Rubber	20	Piece	20.00	400.00	[ ]	[ ]		
FOLDER with TAB, Legal (Pack of 100pcs)	2	Pack	440.00	880.00	[ ]	[ ]		
FOLDER, Morocco with Slide, Legal (Bundle of 50pcs)	1	Bundle	330.00	330.00	[ ]	[ ]		
FOLDER, Pressboard (Box of 100pcs)	1	Box	2,100.00	2,100.00	[ ]	[ ]		
INDEX TAB	10	Box	100.00	1,000.00	[ ]	[ ]		
INK, EPSON C13T664100 (T6641), BLACK	15	Bottle	400.00	6,000.00	[ ]	[ ]		
INK, EPSON C13T664200 (T6642), CYAN	10	Bottle	400.00	4,000.00	[ ]	[ ]		
INK, EPSON C13T664300 (T6643), MAGENTA	10	Bottle	400.00	4,000.00	[ ]	[ ]		
INK, EPSON C13T664400 (T6644), YELLOW	10	Bottle	400.00	4,000.00	[ ]	[ ]		
INSECTICIDE	5	Can	350.00	1,750.00	[ ]	[ ]		
MARKER, Permanent, Black, Fine	20	Piece	60.00	1,200.00	[ ]	[ ]		
MARKER, Permanent, Black, Broad	20	Piece	60.00	1,200.00	[ ]	[ ]		
MARKER, Permanent, Blue	20	Piece	60.00	1,200.00	[ ]	[ ]		
MARKER, Permanent, Red	20	Piece	60.00	1,200.00	[ ]	[ ]		
MARKER, Whiteboard, Black	20	Piece	60.00	1,200.00	[ ]	[ ]		
MARKER, Whiteboard, Blue	20	Piece	60.00	1,200.00	[ ]	[ ]		
MARKER, Whiteboard, Red	20	Piece	60.00	1,200.00	[ ]	[ ]		
NOTE PAD, stick on, 3" x 3"	10	Pad	70.00	700.00	[ ]	[ ]		
NOTE PAD, stick on, 2" x 3"	10	Pad	60.00	600.00	[ ]	[ ]		
NOTE PAD, stick on, 3" x 4"	10	Pad	70.00	700.00	[ ]	[ ]		
PAPER TRIMMER/CUTTING MACHINE, table top, 38cmx48cm	1	Unit	16,000.00	16,000.00	[ ]	[ ]		
PHILIPPINE NATIONAL FLAG, thick material, good quality	2	Piece	400.00	800.00	[ ]	[ ]		
PUNCHER, Paper, Heavy Duty	5	Unit	200.00	1,000.00	[ ]	[ ]		
RUBBER BAND, No. 18	5	Box	200.00	1,000.00	[ ]	[ ]		
SCISSORS, Symmetrical / Asymmetrical	10	Pair	100.00	1,000.00	[ ]	[ ]		
STAMP PAD, felt	5	Piece	60.00	300.00	[ ]	[ ]		
STAPLE WIRE, heavy duty (binder type)	10	Box	60.00	600.00	[ ]	[ ]		
STAPLE WIRE, standard	20	Box	50.00	1,000.00	[ ]	[ ]		
STAPLER, Heavy Duty (Binder)	2	Unit	650.00	1,300.00	[ ]	[ ]		
STAPLER, standard type	10	Unit	300.00	3,000.00	[ ]	[ ]		
TAPE DISPENSER, Table Top	5	Unit	200.00	1,000.00	[ ]	[ ]		
TAPE, Masking, 24mm	10	Roll	100.00	1,000.00	[ ]	[ ]		
TAPE, MASKING, 48mm	10	Roll	160.00	1,600.00	[ ]	[ ]		
TAPE, Packaging, 48mm	10	Roll	100.00	1,000.00	[ ]	[ ]		
TAPE, transparent, 24mm	10	Roll	50.00	500.00	[ ]	[ ]		

TAPE, transparent, 48mm	10	Roll	60.00	600.00	[ ]	[ ]		
TRASHBAG, XXL size (Pack of 10pcs)	10	Pack	130.00	1,300.00	[ ]	[ ]		
Pen, broad/large, roller ball, 1.0, black (12pcs per box)	5	Box	1,000.00	5,000.00	[ ]	[ ]		
Pen, broad/large, roller ball, 1.0, blue (12pcs per box)	5	Box	1,000.00	5,000.00	[ ]	[ ]		
Pen, roller ball, 0.7, black (12pcs per box)	5	Box	1,000.00	5,000.00	[ ]	[ ]		
Pen, roller ball, 0.7, blue (12pcs per box)	5	Box	1,000.00	5,000.00	[ ]	[ ]		
Pen, gel, 0.5, black (12pcs per box)	5	Box	150.00	750.00	[ ]	[ ]		
Pen, gel, 0.5, blue (12pcs per box)	5	Box	150.00	750.00	[ ]	[ ]		
Specialty paper, pale cream, A4, 90gsm (10 sheets per pack)	50	Pack	100.00	5,000.00	[ ]	[ ]		
Specialty paper, white, A4, 90gsm (10 sheets per pack)	50	Pack	100.00	5,000.00	[ ]	[ ]		
Ink, EPSON 003, Black	15	Bottle	400.00	6,000.00	[ ]	[ ]		
Ink, EPSON 003, Cyan	10	Bottle	400.00	4,000.00	[ ]	[ ]		
Ink, EPSON 003, Magenta	10	Bottle	400.00	4,000.00	[ ]	[ ]		
Ink, EPSON 003, Yellow	10	Bottle	400.00	4,000.00	[ ]	[ ]		
Ink, EPSON 008, Black	15	Bottle	400.00	6,000.00	[ ]	[ ]		
Ink, EPSON 008, Cyan	10	Bottle	400.00	4,000.00	[ ]	[ ]		
Ink, EPSON 008, Magenta	10	Bottle	400.00	4,000.00	[ ]	[ ]		
Ink, EPSON 008, Yellow	10	Bottle	400.00	4,000.00	[ ]	[ ]		
Loose leaf	200	Piece	50.00	10,000.00	[ ]	[ ]		
				170,585.00				

Terms and Conditions

1. Bidder shall provide correct and accurate information required in this form.
2. Bidder may quote for any or all of the items.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated by Philippine Peso shall include all taxes, duties, and or levies payable.
5. Quotations exceeding for the Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The items shall be delivered according to the requirements in the Technical Specifications.
9. TESDA has the right to inspect and/or test the goods to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. TESDA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

_____
Name of Business Company

_____
Signature Over Printed Name

_____
Office Telephone/Fax No.

_____
Mobile No.

_____
Email Address