



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

OFFICE OF BIDS AND AWARDS COMMITTEE

Project Reference No : 24-09-150
Name of Project : Procurement of Training Kits & Materials for Math Recovery Approaches Equipping Teachers to Bridge Learning Gaps
Location of the Project : Sagay City
Fund: NLC Program Support Fund

REQUEST FOR QUOTATION

Name of Company _____ Date : September 24, 2024
Address _____ Quotation No.: 24-09-150
TIN Number (please indicate if VAT or NON-VAT) _____

Please quote your lowest price on the item/s listed below subject to the General Condition on the last page stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than 2:00 PM October 1, 2024 to the return envelope attached herewith.
(Time)

MARK ANTHONY J. TAN, PhD
OIC - Office of the ASDS
BAC Chairperson

NOTE:

- 1 All entries must be typewritten.
- 2 Delivery period within 7 calendar days after receipt of Purchase Order.
- 3 Warranty shall be for a period of six (6) months for supplies and materials. One (1) year for equipment from date of acceptance by the procuring entity.
- 4 Price validity shall be for a period of 30 calendar days after issuance of Request for Quotation.
- 5 Mayor's Permit & PhilGeps Registration Certificate shall be attached upon submission of the quotation.
- 6 Bidders shall submit original brochures showing certifications of the product being offered.

Item No.	Name & Description	Qty	Unit	Unit Price	Total Price
	Hard Covered Conference Notebook	89	pcs		
	Black Sign Pen (0.3)	89	pcs		
	Highlighter Pen	89	pcs		

Brand Model: _____ Warranty: _____
Delivery Period: _____ Price Validity _____

After having carefully read and accepted your General Condition. I/We quote you the item/s at prices noted above.

Printed Name/Signature _____
Tel./Cellphone No./Email Address _____
Date _____

Ref.: Handbook on Prop & Supply Management