



Republic of the Philippines  
**Department of Education**  
 Negros Island Region  
**SCHOOLS DIVISION OF SAGAY CITY**

**OFFICE OF BIDS AND AWARDS COMMITTEE**

Project Reference No : **25-09-204**  
 Name of Project : **Procurement of Additional Equipments and Consumables for the Conduct of Rapid Mathematics Assessment (RMA)**  
 Total ABC: : **P210,007.00**  
 Location of the Project : Sagay City  
 Fund: **SARO RO-6-25-01839**

**REQUEST FOR QUOTATION**

\_\_\_\_\_ **Name of Company** Date : **October 7, 2025**  
 \_\_\_\_\_ **Address** Quotation No.: **25-09-204**  
 \_\_\_\_\_ **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 15, 2025** to the return envelope attached herewith.

(Time)

  
**MARK ANTHONY J. TAN, PhD**

OIC - Office of the ASDS  
 BAC Chairperson

NOTE:

- All entries must be typewritten.
- Delivery period within 7 calendar days after receipt of Purchase Order.
- 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.
- Price validity shall be for a period of 30 calendar days after issuance of Request for Quotation.
- Mayor's Permit & PhilGeps Registration Certificate** shall be attached upon submission of the quotation.
- Bidders shall submit original brochures showing certifications of the product being offered.

Item No.	Name & Description	Qty	Unit	Unit Price	Total Price
	<b>Printer</b> *Print, Scan, Copy, Fax with Automatic Document Feeder *Maximum Copy Size: Legal *Wi-Fi, Wi-Fi Direct *A4, Letter, Legal <b>*Branded</b>	8	units		
	<b>Printer</b> A3 Wi-Fi Duplex All-in-One Ink Tank Printer *Print speed of up to 25.0 ipm *Prints up to A3+ (for simplex) *Automatic duplex printing *Ultra-high page yield of 7,500 pages (black) and 6,000 pages (colour) *Wi-Fi, Wi-Fi Direct, Ethernet <b>*Branded</b>	1	unit		
	Epson ink, 003, Black, genuine	43	bottles		
	Correction Tape	10	pcs		

Brand Model: \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_  
 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*

