



Republic of the Philippines
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
ISO 9001:2015 Certified



TESDA-OP-AS-04-F02
Rev. No. 01-07/21/21

REQUEST FOR QUOTATION

Date: 8-Feb-24
RFQ No.: RFQ. NO. 0007-02-24
PR No: 24-02-0007

Name of Business/Company : _____
Address : _____
Tax Identification No.: _____
PhilGEPS Registration No.: _____

The Technical Education and Skills Development Authority (TESDA) – MIMAROPA REGIONAL OFFICE, through its (BAC/Procurement Division/FASD), intends to procure Office Supplies for the use of TESDA MIMAROPA Regional Office, in accordance with Section, 52.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.


Please submit your quotations/proposals duly signed by your or your authorized representative not later than (12:00nn) of 11-Feb-24 for the item described at Annex "A" subject to the Terms and Conditions attached to this Request for Quotation (RFQ)

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 (for ABC above P500K)
- d) Omnibus Sworn Statement (for ABC above P50K)

Open quotations may be submitted manually at the TESDA MIMAROPA REGIONAL OFFICE, 2nd Flr., TESDA Bldg., Dolce Casa, Tawiran, Calapan City, Oriental Mindoro or through facsimile at fax no. 043-288-9408 or email at

For further queries, you may contact us at telephone no.043-288-9408/09776506929 or email address at region4b.procurement@gmail.com.



MANUEL C. LACSON JR.
BAC CHAIRPERSON
TESDA Region MIMAROPA



PRICE QUOTATION FORM

Technical Education and Skills Development Authority

MIMAROPA REGIONAL OFFICE

2nd and 3rd Floor, TESDA MIMAROPA Building

Dolce Casa, Brgy. Tawiran, Calapan City

Contact Number: (043) 288-9408



TESDA-OP-AS-04-F03

Rev. No. 01 - 07/21/21

Sir/Madam :

Date: 08-Feb-24

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

No.	ITEM/TECHNICAL SPECIFICATIONS	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (in Peso)	OFFER			
					Compliance with the Technical Specifications (please check)		PRICE OFFER	REMARKS
					YES	NO		
1	Albatros	30	pc	90.00	[]	[]		
2	Appointment Paper, Long, Ivory	1	ream	3,000.00	[]	[]		
3	Arch File A4	40	pc	420.00	[]	[]		
4	Ballpen, Black, 12pcs/box	6	box	144.00	[]	[]		
5	Ballpen, Blue, 12pcs/box	6	box	144.00	[]	[]		
6	Battery AA	6	box	1,800.00	[]	[]		
7	Battery AAA	6	box	2,160.00	[]	[]		
8	Board Paper, White, A4	100	pack	66.00	[]	[]		
9	Board Paper, White, Short	100	pack	54.00	[]	[]		
10	Bond Paper, A4	200	ream	312.00	[]	[]		
11	Bond Paper, Long	5	ream	336.00	[]	[]		
12	Bond Paper, Short	20	ream	300.00	[]	[]		
13	Broom, Soft, Tambo	6	pc	192.00	[]	[]		
14	Broom, Tingting	6	pc	66.00	[]	[]		
15	CD	2	rack	2,700.00	[]	[]		
16	Certificate Holder, A4, 50pcs/box	2	box	3,300.00	[]	[]		
17	Certificate Holder, Short, 50pcs/box	2	box	3,120.00	[]	[]		
18	Certificate Holder, Double Fold, A4	2	box	7,200.00	[]	[]		
19	Certificate Holder, Double Fold, Short	2	box	5,700.00	[]	[]		
20	Colored Paper, Pink	1	ream	420.00	[]	[]		
21	Colored Paper, Yellow	1	ream	420.00	[]	[]		
22	Correction Tape	50	pc	54.00	[]	[]		
23	Crate	10	pc	1,440.00	[]	[]		

TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders 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 the Approved 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
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 item/s shall be delivered according to the requirements in the Technical Specifications.
9. TESDA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical
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