

REQUEST FOR QUOTATION

Date: 4-Mar-25
RFQ No. : 0001-03-25
PR No : 25-03-0001

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 Additional Office Supplies for the 1st Quarter of FY 2025 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.

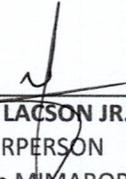
Please submit your quotations/proposals duly signed by your or your authorized representative not later than (12:00nn) of 06-Mar-25 for the item described at Annex "A" subject to the Terms and Conditions attached to this Request for Quotation (RFQ)

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

MR. MANUEL C. LACSON JR.

BAC CHAIRPERSON

TESDA MIMAROPA REGIONAL OFFICE

2nd Floor, TESDA MIMAROPA Bldg. Brgy. Tawiran,
Calapan City, Oriental Mindoro

TESDA-OP-AS-04-F03

Rev. No. 01 - 07/21/21

Date: **04-Mar-25**

Sir/Madam :

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	Board paper, short	10	ream	650.00	[]	[]		
2	Board paper, long	10	ream	800.00	[]	[]		
10	Colored paper, Pink	10	pack	380.00	[]	[]		
11	Colored paper, yellow	10	pack	380.00	[]	[]		
12	Binding Ring/Comb, plastic, 32mm	20	pc	50.00	[]	[]		
13	Computer Printer Ink, Brother BT 6000 Black	10	pc	650.00	[]	[]		
14	Computer Printer Ink, Brother LC 539 Black XL	10	pc	1,050.00	[]	[]		
15	Computer Printer Ink, Brother LC 3617 Magenta	10	pc	1,030.00	[]	[]		
16	Wireless Mouse and Keyboard	5	pc	1,350.00	[]	[]		
17	Computer Printer Ink, Epson 664, yellow	10	pc	460.00	[]	[]		
18	Computer Printer Ink, Epson 664, Magenta	10	pc	460.00	[]	[]		

19	Computer Printer Ink, Epson 664, Cyan	10	pc	460.00	[]	[]		
20	Computer Printer Ink, Brother BT5000 Yellow	10	pc	650.00	[]	[]		
21	Computer Printer Ink, Brother BT5000 Magenta	10	pc	650.00	[]	[]		
22	Computer Printer Ink, Brother BT5000 Cyan	10	pc	650.00	[]	[]		
23	Toilet Cleaner Domex	30	pc	200.00	[]	[]		
24	Dishwashing Liquid(250ml)	50	pc	150.00	[]	[]		
25	Insect Killer, Baygon, 500ml	30	can	500.00	[]	[]		
26	Toilet Fragrance, Albatros	50	pc	70.00	[]	[]		
27	Computer Printer Ink, Brother LC 3617 Cyan	10	pc	1,030.00	[]	[]		
28	Ballpen(Black) ball point	10	box	150.00	[]	[]		
29	GEL PEN Black (1.0)	5	box	1,100.00	[]	[]		
30	Ballpen(Blue) ball point	10	box	150.00	[]	[]		
31	Ballpen(Red) ball point	10	box	150.00	[]	[]		
32	Certificate Holder (A4)	2	box	3,400.00	[]	[]		
33	Document Tray (3Layer)	20	pc	500.00	[]	[]		
34	Stapler (Heavy Duty)	20	pc	500.00	[]	[]		
35	GEL PEN Blue(1.0)	5	box	1,100.00	[]	[]		
36	Bleaching Liquid	30	pc	100.00	[]	[]		
37	Crate (Plastic, Heavy Duty)	20	pc	600.00	[]	[]		
38	GEL PEN Blue(1.0)	5	box	1,100.00	[]	[]		
39	GEL PEN Red (1.0)	5	box	1,100.00	[]	[]		
40	Computer Printer Ink, Brother BT 6000 Black	10	pc	650.00	[]	[]		
41	Pentel Pen Black (Permanent)	5	box	650.00	[]	[]		
42	Pentel Pen Blue(Permanent)	5	box	650.00	[]	[]		
43	Pentel Pen Red(Permanent)	5	box	650.00	[]	[]		
44	PhotoPaper	10	pack	250.00	[]	[]		
45	PVC FILM (A4)	5	pack	550.00	[]	[]		
46	Sticker Paper A4	20	pack	250.00	[]	[]		
47	Pentel Pen Black(Whiteboard)	5	box	800.00	[]	[]		
48	Pentel Pen Blue(Whiteboard)	5	box	800.00	[]	[]		
49	Arch File (side)(blue)(A4)	50	pc	250.00	[]	[]		
50	Brown Envelope Short	2	box	500.00	[]	[]		
51	Stamp Pad	10	pc	80.00	[]	[]		
52	Eraser White Board	10	pc	80.00	[]	[]		
53	FOLDER, pressboard (A4)	3	box	2,900.00	[]	[]		
54	Double sided tape	20	roll	50.00	[]	[]		
55	Tape, transparent, 24mm	50	roll	50.00	[]	[]		
56	PVC FILM (Binder)	5	pack	550.00	[]	[]		

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