



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: 24-Sep-24  
RFQ No. : 0003-09-24  
PR No : 24-09-0003

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 Supply and Delivery of Office Supplies for the 3rd Quarter of FY 2024 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 27-Sep-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

---



---



---



---

Date: **24-Sep-24**

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	Dustpan	5	pc	385.00	[ ]	[ ]		
2	Stabilo	20	pc	51.00	[ ]	[ ]		
3	All Purpose Glue	20	pc	145.00	[ ]	[ ]		
4	Log/Record Book (500pages)	10	pc	95.00	[ ]	[ ]		
5	Staple Wire #35	20	box	65.00	[ ]	[ ]		
6	Masking Tape	20	pc	48.00	[ ]	[ ]		
7	Mop(tornado)	3	pc	1,800.00	[ ]	[ ]		
8	Broom (Tambo)	5	pc	160.00	[ ]	[ ]		
9	Sponge	25	pc	55.00	[ ]	[ ]		
10	Detergent Powder (1Kg)	25	pc	320.00	[ ]	[ ]		
11	Appointment Paper (conqueror) Appointment Paper, Long, Ivory	1	pc	3,800.00	[ ]	[ ]		
12	Broom (Tingting)	5	pc	65.00	[ ]	[ ]		
13	Rags	10	kilo	262.00	[ ]	[ ]		
14	Sticker Paper A4	5	pack	70.00	[ ]	[ ]		
15	Morrocco Folder Long (yellow)	50	pc	27.00	[ ]	[ ]		
16	Morrocco Folder Long (brown)	50	pc	27.00	[ ]	[ ]		
17	Arch File (side)	20	pc	380.00	[ ]	[ ]		
18	Computer Printer Ink, Brother LC 535 Black	5	box	1,250.00	[ ]	[ ]		
19	Computer Printer Ink, Brother LC 3617 Yellow	5	box	1,100.00	[ ]	[ ]		
20	Computer Printer Ink, Brother LC 3617 Cyan	5	box	1,100.00	[ ]	[ ]		
21	Brown Envelope Long	100	pc	11.00	[ ]	[ ]		
22	Morrocco Folder Long (Blue)	50	pc	27.00	[ ]	[ ]		
23	Garbage Bag XL (10roll)	10	pack	500.00	[ ]	[ ]		



## 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