



Republic of the Philippines
Department of Education
REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Request for Quotation

Date: **July 2, 2026**

Quotation No. _____

 Company Name / Address

Please quote your lowest price on the item/s listed below, subject to the General Conditions as specified herein, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **July 7, 2026** in the return envelope attached herewith.

NH
RODRIGO O. REYES JR.
 BAC Vice - Chairperson

GENERAL CONDITIONS:

1. ALL ENTRIES EXCEPT ITEMS TO BE PROVIDED BY THE SUPPLIER MUST BE TYPEWRITTEN.
2. DELIVERY PERIOD WITHIN **30** CALENDAR DAY/S UPON RECEIPT OF PURCHASE ORDER.
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & 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 FROM THE DATE OF SUBMISSION OF QUOTATION.
5. 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.	ITEM & DESCRIPTION	ABC	QUANTITY	UNIT PRICE*	BRAND AND MODEL*
1	A4 Bond Paper (70 GSM)	96,370.00	419 reams		
2	Ink (003) Black	36,024.00	120 bottles		
3	Printer Ink CYM	60,000.00	50 sets		
4	Print, scan, copy all-in-one printer, can print up to A4 size	199,500.00	21 units		
	<i>***nothing follows***</i>				

Delivery Period*: _____

***to be provided by the supplier**

Warranty*: _____

Price Validity*: _____

After having carefully read and accepted your General Conditions, I/We provide you my/our quotation on the item/s at prices, brand and model noted above.

 Print Name/Signature

 Tel. No./Cellphone No/E-Mail Address

 Date



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No.: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
Website: www.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM

