



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

REQUEST FOR QUOTATION (RFQ)

Date	11/5/2025
RFQ No.	2025-10-032

To all Eligible Suppliers:

I.

Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ. Submit or send your quotation(s), duly signed by you or your representative, **inside a sealed envelope** to the Bids and Awards Committee or its Secretariat not later than **October 17, 2025** at Schools Division Office of Bataan, Kabukiran, Calaylayan, Abucay, Bataan care of **LORENA INLONG**, BAC Secretariat Chairperson. **Please write the Title and Quotation No. 2025-10-030, your business name and contact no. in front of your envelope.** Quotation that **exceeds the approved budget for the contract (ABC) per item shall be rejected.** Evaluation and award shall be on per line item basis. For more information please call us at Telephone Nos.: **791-4235**.


 JERRY DIMLA CRUZ, DEM, CESO VI
 ASDS/BAC Chairperson

II. Particulars

Item / Lot No.	ITEM/DESCRIPTION / Technical Specifications	Approved Budget for the Contract in PHP	QUANTITY & Unit of measure		Quotation Price	Total Price in Pesos
Title:	Procurement of 4 Laptops and Additional Supply for the Technical Assistants					
1	**Laptop	45,000.00	4	piece		
	Productivity Laptop					
	Processor: AMD Ryzen 5 or Intel i5 equivalent					
	Ram 15GB OF DDR4					
	Storage 512GB Solid State Drive					
	Operating System: Windows 11					
	Thin and Lightweight for travel					
	With Free bag and Mouse					
	Laptop Numeric Keypad					
	Screen size Display: 15.6					
2	Pen, Blac, ordinary	10.00	50	piece		
3	Multipurpose Paper, Long (8.5x 13"), 70gsm	250.00	30	ream		
4	Multipurpose Paper; A4, 70gsm	220.00	30	ream		
5	Battery, dry cell, size AA	80.00	5	pack		
6	Battery, dry ceyy, size AAA	80.00	5	pack		
7	Sta,p Pad Violet	30.00	1	piece		
8	ink stamp pad (Violet)	50.00	1	Bottle		
9	Dater Stamp	80.00	1	piece		
10	Double sided tape, without foam, 1 inch	40.00	5	roll		
11	Brown Envelope (LONG)	3.00	200	piece		
12	Envelope, Mailing (500's)	650.00	1	box		
13	Expanding folder, legal	20.00	10	piece		
14	Folder, white, A4	7.00	300	piece		
15	Folder, White, Legal	6.53	300	piece		
16	Ink for Epson (003, Black)	300.00	6	piece		
17	Ink for Epson (003, Cyan)	300.00	3	piece		
18	Ink for Epson (003, Magenta)	300.00	3	piece		
19	Ink for Epson (003, Yellow)	300.00	3	piece		
20	tissue, Interfolded paper Towel	100.00	20	pack		
21	Trash bag, GPP Specs, Black, Large	700.00	10	pack		
					Total:	

Delivery Period: **7 calendar days** from Supplier's receipt of Purchase Order (PO).

Delivered to: **[insert complete address of delivery]**

This is to submit our price quotations as indicated above subject to the terms and conditions of this RFQ.

Supplier's Business Name:	TIN:
Address:	Phone No.
Telephone No.	
Supplier's Authorized Representative's Signature over Printed Name:	Date