



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region XI
CITY SCHOOLS DIVISION OF DIGOS CITY
 Digos City



REQUEST FOR QUOTATION

20-10-075D

RFQ No.

16-Nov-20

Date

Company Name : _____
 Address : _____
 Contact No. : _____
 TIN No. : _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative.


BASILIO P. MANA-AY, JR., EdD
 BAC CHAIRMAN

NOTE:

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF P.O.
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (ORIGINAL)

NOTE: For CY 2020, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

6. Approved Budget: Php 298,973.44

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	Stamp Pad Ink, purple or violet	Bottle	12		
2	ACETATE,thickness 0.075mm, min. (gauge #3)	Roll	1		
3	Carbon Film, PE, black, size, 210mm x 297mm	Box	8		
4	Carbon Film, PE, black, size, 216mm x 330mm	Box	8		
5	Cartolina, assorted colors	Pack	10		
6	Note Pad, stick on, 50mm x 76mm (2"x 3") min	Pad	70		
7	Note Pad, stick on, 76mm x 100mm (3"x 4") min	Pad	30		
8	Note Pad, stick on, 76mm x 76mm (3"x 3") min	Pad	30		
9	Notebook, Stenographer, spiral, 40 leaves	Piece	20		
10	Paper, Multicopy, 80gsm, size: 210mm x 297mm	Ream	40		
11	Paper, Multicopy, 80gsm, size: 216mm x 330mm	Ream	70		
12	Paper, Multi-Purpose Copy, A4, 70gsm	Ream	227		
13	Paper, Multi-Purpose Copy, Legal, 70gsm	Ream	209		
14	Record Book, 300 pages, size: 214mm x 278mm,min.	Book	10		
15	Record Book, 500 pages, size: 214mm x 278mm,min.	Book	10		
16	Glue, all purpose, gross weight,200grams min.	Jar	5		
17	Staple Wire, for heavy duty Stapler(23 /13)	Box	10		
18	Staple Wire, Standard (26/6)	Box	40		
19	Tape, Electrical,18mm x 16M min	Roll	10		
20	Tape, Masking, width : 24mm	Roll	25		
21	Tape, Masking, width : 48mm	Roll	12		
22	Tape, Packaging, 48mm	Roll	25		
23	Tape, Trasparent, width : 24mm	Roll	10		
24	Tape, Trasparent, width : 48mm	Roll	10		
25	Clip, Backfold, all metal, clamping: 19mm (-1mm)	Box	10		
26	Clip, Backfold, all metal, clamping: 25mm (-1mm)	Box	20		
27	Clip, Backfold, all metal, clamping: 32mm (-1mm)	Box	9		
28	Clip, Backfold, all metal, clamping: 50mm (-1mm)	Box	20		
29	Correction Tape, film base type, UL 6m min	Piece	247		
30	DATA File Box,made of chipboard, with closed ends	Piece	80		
31	DATA Folder,made of chipboard, taglia lock	Piece	150		
32	Envelope, Expanding, Kraftboard,for legal size doc.	Box	8		
33	Eraser, Felt, for blackboard / whiteboard	Piece	4		
34	Marker, Fluorescent, 3 assorted colors per set	Set	27		
35	Marker, Whiteboard, black, felt tip, bullet type	Piece	11		
	<u>SUBJECT TO WITHHOLDING TAX</u>				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by:

_____ Date

_____ Company Name

_____ Telephone/Cellphone Number

_____ Printed Name/Signature of Authorized Representative

Date: _____



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ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
36	Marker, Whiteboard, blue, felt tip, bullet type	Piece	18		
37	Marker, Permanent, bullet type, black	Piece	67		
38	Marker, Permanent, bullet type, blue	Piece	26		
39	Marker, Permanent, bullet type, red	Piece	12		
40	Paper Clip, vinyl /plastic coat, length: 32mm min	Box	30		
41	Paper Clip, vinyl /plastic coat, length: 48mm min	Box	27		
42	Pencil, lead, with eraser, wood cased, hardness:HD	Box	10		
43	Rubber Band, 70mm min lay flat length: (#18)	Bundle	8		
44	Stamp Pad, Felt, bed dimension: 60mm x 100mm min	Piece	6		
45	Puncher, paper heavy duty, with two hole guide	Piece	7		
46	Scissors, symmetrical, blade length: 65mm min	Pair	15		
47	Stapler, Standard Type, load cap: 200 staples min	Piece	7		
48	Staple Remover, Plier Type	Piece	8		
49	Tape Dispenser, Table top, for 24mm width tape	Piece	4		
50	Calculator, compact, 12 digits	Unit	8		
51	Epson Ink Refill -T664 -Yellow	Bottle	43		
52	Epson Ink Refill -T664 -Magenta	Bottle	43		
53	Epson Ink Refill -T664 -Black	Bottle	91		
54	Epson Ink Refill -T664 -Cyan	Bottle	56		
55	Paper Bolt	Piece	50		
56	Canon Ink (61000) - Yellow	Bottle	2		
57	Canon Ink (61000) - Black	Bottle	2		
58	Canon Ink (61000) - Blue	Bottle	2		
59	Canon Ink (61000) - Magenta	Bottle	2		
60	Epson Ink for L6190	Bottle	2		
61	Brother Ink (BT6000BK) 108.0 ml.	Bottle	8		
62	Brother Ink (BT6000BK) 41.8 ml.	Bottle	4		
63	Fastener (plastic)	Box	5		
64	HP 680 Ink Advantage Cartridge -Black	Bottle	3		
65	Canon Refill Ink (61000) - Yellow	Bottle	1		
66	Canon Refill Ink (61000) - Black	Bottle	2		
67	Canon Refill Ink (61000) - Blue	Bottle	1		
68	Canon Refill Ink (61000) - Magenta	Bottle	1		
69	3M Scotch Celo Tape Utility Clear 12MMX30M	Piece	5		
70	3M Scotch Double Sided Tape, white 18mm x 10m	Piece	5		
	<u>SUBJECT TO WITHHOLDING TAX</u>				

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Canvassed by:

Date

Company Name

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Printed Name/Signature of Authorized Representative

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