



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



REQUEST FOR QUOTATION

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

RFQ No. **22-10-127A**
 Date: **October 18, 2022**
 Date and Time of Opening: **October 26, 2022, 1:30 PM**

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.

NOTE:

- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
- DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
- PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
- PAYMENT TERM: WITHIN 30 DAYS
- BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFO:

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

NOTE: For CY 2022, bidders shall submit these documents to DepEd Digos City Division only ONCE.

6. Approved Budget: **P 101,961.55**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Brother Ink - BT5000 (Cyan/Magenta/Yellow)	piece	1		
	Marker, Permanent (Broad Type)	piece	3		
	Marker	piece	2		
	Folder, expanded A4 Orange	piece	30		
	Index Tab - Yellow	box	12		
	Long Arch Ring Binder File Folder (Blue)	piece	6		
	Long Arch Ring Binder File Folder (Green)	piece	6		
	Long Arch Ring Binder File Folder (Purple/Black)	piece	6		
	Long Arch Ring Binder File Folder (Red)	piece	6		
	Orange Folder, A4 size	piece	30		
	Parchment paper, A4 10 pcs/pack	pack	50		
	Photopaper, glossy A4 10 pcs/pack	pack	10		
	Sticker photopaper A4, 20 sheets/pack	piece	10		
	Plastic paper fastener	box	5		
	Tape, Duct 2" purple/gray	roll	3		
	Envelope, expanding, kraft, legal	box	2		
	Fastener, metal, non-sharp edges	box	5		
	File organizer, expanding, plastic, legal	pad	2		
	Folder, L-type, legal	pack	8		
	Index tab, self-adhesive, transparent	box	2		
	Marker, permanent, black, bullet type	piece	7		
	Marker, permanent, blue, bullet type	piece	2		
	Marker, permanent, red, bullet type	piece	2		
Paper clip, vinyl/plastic coated, 33mm	box	5			
Paper clip, vinyl/plastic coated, 50mm	box	30			
	<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:

RUBEN EVARRETTA / DOMINADOR ESPACIO/ DIANA GRACE V. AMIGO

Date _____

 Company Name

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative

Date: _____



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BASILIO P. MANA-AY, JR., EdD
 BAC CHAIRMAN
 For and in the absence of the BAC Chairperson:

CHERRY ROSSETTE E. OLIVA
 BAC VICE-CHAIR

REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:

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ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
	Pencil, lead, with eraser	box	1		
	Rubber band, no. 18	box	1		
	Puncher, paper, heavy duty	piece	1		
	Scissors, symmetrical	pair	1		
	Stapler, standard type	piece	5		
	Stapler, heavy duty, binder type	piece	1		
	Philippine national flag	piece	3		
	Clearbook, 20 transparent pockets, legal	piece	1		
	Sign pen, black, 0.3	piece	1		
	Sign pen, blue, 0.3	piece	10		
	Sign pen, black, 0.5	piece	75		
	Sign pen, blue, 0.5	piece	75		
	Sign pen, red, 0.5	piece	1		
	Sign pen, blue, 0.7	piece	3		
	Epson ink (bottle-T664) Black	bottle	25		
	Epson ink (bottle-T664) Cyan	bottle	10		
	Epson ink (bottle-T664) Magenta	bottle	10		
	Epson ink (bottle-T664) Yellow	bottle	10		
	Ballpen, black, 0.5	piece	47		
	Ballpen, blue, 0.5	piece	52		
	Epson ink (bottle-003) Black	bottle	3		
	Epson ink (bottle-003) Cyan	bottle	2		
	Epson ink (bottle-003) Magenta	bottle	2		
	Epson ink (bottle-003) Yellow	bottle	2		
	Expanded folder, long	pack	2		
	SUBJECT TO WITHHOLDING TAX				

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Canvassed by:

RUBEN EVARRETTA / DOMINADOR ESPACIO/ DIANA GRACE V. AMIGO

_____ Date

_____ Company Name

_____ Telephone/Cellphone Number

_____ Printed Name/Signature of Authorized Representative

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ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
	Ledger filer (blue) for Disbursement vouchers	piece	60		
	Brother ink - BT6000 Black	piece	1		
	Ink, for stamp pad	bottle	5		
	Note pad, stick on, 50mm x 76mm (2"x3") min	pad	15		
	Note pad, stick on, 76mm x 100mm (3"x4") min	pad	15		
	Note pad, stick on, 3"x3"	pad	15		
	Notebook, stenographer	piece	1		
	Paper, multicopy, A4, 80gsm	ream	15		
	Paper, multicopy, legal, 80gsm	ream	25		
	Paper, multi-purpose, A4, 70gsm	ream	50		
	Paper, multi-purpose, legal, 70gsm	ream	30		
	Record book, 300 pages, size: 214mmx278mm min	book	8		
	Record book, 500 pages, size: 214mmx278mm min	book	8		
	Staple wire, standard	box	15		
	Tape, masking, 24mm	roll	10		
	Tape, masking, 48mm	roll	2		
	Tape, packaging, 48mm	roll	6		
	Tape, transparent, 24mm	roll	5		
	Tape, transparent, 48mm	roll	4		
	Ruler, plastic, 450mm	piece	1		
	Clip, backfold, 32mm	box	25		
	Clip, backfold, 51mm	box	25		
	Correction tape, 8m	piece	50		
	Data file box	piece	8		
	Data folder A4	piece	20		
	Data filer box, 125mmx230mmx400mm	piece	5		
	SUBJECT TO WITHHOLDING TAX				

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