

Republic of the Philippines

DEPARTMENT OF EDUCATION

Region XI

SCHOOLS DIVISION OF DIGOS CITY

Digos City

REQUEST FOR QUOTATION



Company Name	RFQ No. 22-10-127A
Address	Date: October 18, 2022
Contact No.	Date and Time of Opening: October 26, 2022, 1:30
TIN No.	
Please quote your lowest price on the item/s listed below, subject to the	e General Conditions,
stating the shortest time of delivery and submit your quotation duly signed by you	
NOTE:	BAC CHAIRMAN For and in the absence of the BAC Chairperson:
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.	
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PU	TRCHASE ORDER. CHERRY ROSSETTE E. OLIVA
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.	BAC VICE-CHAIR

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 2022, bidders shall submit these documents to DepEd Digos City Division only ONCE.

6. Approved Budget: P 101,961.55

4. PAYMENT TERM: WITHIN 30 DAYS

(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		
	SUBJECT TO WITHHOLDING TAX				

After having carefully read and accepted your General Conditions,

	is we quote you on the nems at prices noted above.
Canvassed by:	
RUBEN EVARRETTA / DOMINADOR ESPACIO/ DIANA GRACE V. AMIGO	Company Name
Date	Telephone/Cellphone Number
	Printed Name/Signature of Authorized Representative
	Date:



Republic of the Philippines DEPARTMENT OF EDUCATION

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SCHOOLS DIVISION OF DIGOS CITY

Digos City



Printed Name/Signature of Authorized Representative

Date:

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			AC CHAIRM		-
NOTE:	ST BE LEGIBLY WRITTEN.			RAC Chairpers	son:
	D MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.	CHEDRA	ROSSETTI	Z E OLIVA	
	MUST BE WITHIN THIRTY (30) DAYS.	В	AC VICE-CH	AIR	-0
PAYMENT TERM:					
	UBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING				
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j	c) Income/Business Tax Return				
	d) Omnibus Sworn Statement (ORIGINAL)				
	r CY 2022, bidders shall submit these documents to DepEd Digos City Division only	ONCE.			
. Approved Budget:	P 101,961.55				
	(FAILURE TO DO SO WILL MEAN DISQUALIFICATION	ON OF YOUR BID PROPOS	AL)		
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		
E	Ballpen, black, 0.5	piece	47		
E	Ballpen, blue, 0.5	piece	52		
E .	Ballpen, blue, 0.5 Epson ink (bottle-003) Black	piece bottle	52 3		
E E	Ballpen, blue, 0.5 Epson ink (bottle-003) Black Epson ink (bottle-003) Cyan	piece bottle bottle	52 3 2		
E E	Ballpen, blue, 0.5 Epson ink (bottle-003) Black Epson ink (bottle-003) Cyan Epson ink (bottle-003) Magenta	piece bottle bottle bottle	52 3 2 2		
E E E	Ballpen, blue, 0.5 Epson ink (bottle-003) Black Epson ink (bottle-003) Cyan Epson ink (bottle-003) Magenta Epson ink (bottle-003) Yellow	piece bottle bottle bottle bottle bottle	52 3 2 2 2		
E E E	Ballpen, blue, 0.5 Epson ink (bottle-003) Black Epson ink (bottle-003) Cyan Epson ink (bottle-003) Magenta Epson ink (bottle-003) Yellow Expanded folder, long	piece bottle bottle bottle	52 3 2 2		
E E E	Ballpen, blue, 0.5 Epson ink (bottle-003) Black Epson ink (bottle-003) Cyan Epson ink (bottle-003) Magenta Epson ink (bottle-003) Yellow	piece bottle bottle bottle bottle bottle	52 3 2 2 2		



Date

Republic of the Philippines

DEPARTMENT OF EDUCATION

Region XI

SCHOOLS DIVISION OF DIGOS CITY

Digos City





Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date:

Company Name Address Contact No.			REO N	o. 22-10-127A	
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REQUIRE	a) Mayor's/Business Permit				
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Approved Budget	: <u>P 101,961.55</u>				
	(FAILURE TO DO SO WILL MEAN DISQUALIFICATIO	N OF VOUR RID PROPOS	AT)		
ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRIC
	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	1	
	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: 214mmx2/8mm min		30 8		
	Record book, 300 pages, size: 214mmx278mm min Record book, 500 pages, size: 214mmx278mm min	book	8		
	Record book, 500 pages, size: 214mmx278mm min	book book	8		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard	book book box	8 8 15		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm	book book box roll	8 8 15 10		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm	book book box roll roll	8 8 15 10 2		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm Tape, packaging, 48mm	book book box roll	8 8 15 10		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm	book book box roll roll	8 8 15 10 2 6		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm Tape, packaging, 48mm Tape, transparent, 24mm	book book box roll roll roll	8 8 15 10 2 6 5		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm Tape, packaging, 48mm Tape, transparent, 24mm Tape, transparent, 48mm Ruler, plastic, 450mm	book book box roll roll roll roll	8 8 15 10 2 6 5 4		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm Tape, packaging, 48mm Tape, transparent, 24mm Tape, transparent, 48mm	book book box roll roll roll roll piece	8 8 15 10 2 6 5		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm Tape, packaging, 48mm Tape, transparent, 24mm Tape, transparent, 48mm Ruler, plastic, 450mm Clip, backfold, 32mm	book book box roll roll roll roll piece box	8 8 15 10 2 6 5 4 1 25		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm Tape, packaging, 48mm Tape, transparent, 24mm Tape, transparent, 48mm Ruler, plastic, 450mm Clip, backfold, 32mm Clip, backfold, 51mm	book book boox roll roll roll roll piece box box	8 8 15 10 2 6 5 4 1 25 25		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm Tape, packaging, 48mm Tape, transparent, 24mm Tape, transparent, 48mm Ruler, plastic, 450mm Clip, backfold, 32mm Clip, backfold, 51mm Correction tape, 8m	book book boox roll roll roll roll piece box box piece	8 8 15 10 2 6 5 4 1 25 25 50 8		
	Record book, 500 pages, size: 214mmx278mm min Staple wire, standard Tape, masking, 24mm Tape, masking, 48mm Tape, packaging, 48mm Tape, transparent, 24mm Tape, transparent, 48mm Ruler, plastic, 450mm Clip, backfold, 32mm Clip, backfold, 51mm Correction tape, 8m Data file box	book book book roll roll roll roll piece box box piece piece	8 8 15 10 2 6 5 4 1 25 25 50		
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