



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. **23-01-003A**  
 Date: **January 31, 2023**  
 Date and Time of Opening: **February 8, 2023, 9:30 AM**

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:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
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 2023, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

6. Approved Budget: **P 205,561.16**

**BEVERLY S. DAUGDAUG, EdD**  
 BAC CHAIRMAN  
 For and in the absence of the BAC Chairperson:  
**CHERRY ROSSETTE E. OLIVA**  
 BAC VICE-CHAIRMAN

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

| ITEM NO. | ITEM & DESCRIPTION  | UNIT      | QTY. | UNIT PRICE | TOTAL PRICE |
|----------|---|-----------|------|------------|-------------|
| Lot 1    | Alcohol, Ethyl, 500 mL                                      | bottle    | 63   |            |             |
|          | Sign pen, black, liquid or gel                              | piece     | 50   |            |             |
|          | Sign pen, blue, liquid or gel                               | piece     | 29   |            |             |
|          | Battery, dry cell, size AA, two (2) pieces per blister pack | pack      | 21   |            |             |
|          | Air freshener, aerosol type, 150g                           | can       | 10   |            |             |
|          | Broom, soft (walis tambo)                                   | piece     | 9    |            |             |
|          | Broom, stick (walis ting-ting)                              | piece     | 5    |            |             |
|          | Cleaner, toilet bowl and urinal, 900mL-1000mL               | bottle    | 32   |            |             |
|          | Detergent bar, 140g as packed                               | piece     | 28   |            |             |
|          | Detergent powder, all purpose, 1kg                          | pouch     | 15   |            |             |
|          | Disinfectant spray, aerosol type, 400g                      | can       | 28   |            |             |
|          | Dust pan, rigid non-breakable plastic                       | piece     | 6    |            |             |
|          | Furniture cleaner, aerosol type, 300mL                      | can       | 3    |            |             |
|          | Liquid hand soap, 500mL                                     | bottle    | 18   |            |             |
|          | Mop bucket, heavy duty, hard plastic, 30 liter capacity     | unit      | 1    |            |             |
|          | Mop handle, heavy duty                                      | piece     | 2    |            |             |
|          | Trash bag, black, 37"x40", XL, 10 pieces per roll or pack   | pack      | 3    |            |             |
|          | Waste basket, rigid plastic                                 | piece     | 3    |            |             |
|          | Ink, for stamp pad, 50mL                                    | bottle    | 12   |            |             |
|          | Philippine National Flag                                    | piece     | 6    |            |             |
|          | Electric fan, stand type                                    | unit      | 2    |            |             |
|          | Electric fan, wall mount                                    | unit      | 1    |            |             |
|          | Light-Emitting Diode (LED) Linear tube, 18 watts            | piece     | 10   |            |             |
|          | Glue, all-purpose, 200 grams                                | container | 20   |            |             |
|          | Staple wire, heavy duty (binder type), 23/13                | box       | 10   |            |             |
|          | Staple wire, standard #35                                   | box       | 54   |            |             |
|          | Clip, backfold, 25mm  | box       | 10   |            |             |
|          | Clip, backfold, 32mm  | box       | 20   |            |             |
|          | Clip, backfold, 50mm  | box       | 25   |            |             |
|          | Correction tape (refillable), 10 meters                     | piece     | 100  |            |             |
|          | Cutter/Utility knife, for general purpose                   | piece     | 2    |            |             |
|          | Data file box   | piece     | 61   |            |             |
|          | Data folder   | piece     | 56   |            |             |
|          | Dating and stamping machine                                 | piece     | 2    |            |             |
|          | Folder, L-type, A4, 50 pieces per pack                      | pack      | 3    |            |             |
|          | Folder, L-type, legal, 50 pieces per pack                   | pack      | 3    |            |             |
|          | Folder with tab, A4, 100 pieces per pack                    | pack      | 1    |            |             |
|          | Folder with tab, legal, 100 pieces per pack                 | pack      | 3    |            |             |
|          | <b>SUBJECT TO WITHHOLDING TAX</b>                           |           |      |            |             |

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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 BAC VICE-CHAIRMAN

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| ITEM NO. | ITEM & DESCRIPTION  | UNIT   | QTY. | UNIT PRICE | TOTAL PRICE |
|----------|---|--------|------|------------|-------------|
| Lot 1    | Paper clip, vinyl/plastic coated, 33mm                    | box    | 24   |            |             |
|          | Paper clip, vinyl/plastic coated, jumbo, 50mm             | box    | 24   |            |             |
|          | Pencil, lead/graphite, with eraser, one (1) dozen per box | box    | 13   |            |             |
|          | Pencil sharpener, manual, single cutter head              | piece  | 1    |            |             |
|          | Puncher, paper, heavy duty                                | piece  | 6    |            |             |
|          | Stamp pad, felt   | piece  | 5    |            |             |
|          | Scissors, symmetrical or asymmetrical (big - heavy duty)  | pair   | 20   |            |             |
|          | Stapler, #35 standard type (heavy duty)                   | piece  | 32   |            |             |
|          | Stapler, heavy duty (binder type), desktop                | unit   | 1    |            |             |
|          | Staple remover, plier type                                | piece  | 5    |            |             |
|          | Tape dispenser, table top                                 | piece  | 2    |            |             |
|          | Note pad, stick on, 2"x3", 100 sheets per pad             | pad    | 10   |            |             |
|          | Note pad, stick on, 3"x4", 100 sheets per pad             | pad    | 15   |            |             |
|          | Note pad, stick on, 3"x3", 100 sheets per pad             | pad    | 15   |            |             |
|          | Notebook, stenographer                                    | piece  | 4    |            |             |
|          | Paper, multicopy A4, 500 sheets per ream                  | ream   | 36   |            |             |
|          | Paper, multicopy legal, 500 sheets per ream               | ream   | 59   |            |             |
|          | Paper, multipurpose A4, 500 sheets per ream               | ream   | 40   |            |             |
|          | Paper, multipurpose legal, 500 sheets per ream            | ream   | 15   |            |             |
|          | Record book, 300 pages                                    | book   | 3    |            |             |
|          | Record book, 500 pages                                    | book   | 11   |            |             |
|          | Tissue, interfold paper towel, 150 pulls per pack         | pack   | 88   |            |             |
|          | Toilet tissue paper, 2 ply, 12 rolls in a pack            | pack   | 5    |            |             |
|          | Liquid hand sanitizer, 500mL                              | bottle | 18   |            |             |
|          | Insecticide, 600mL  | can    | 3    |            |             |
|          | Paper, multicopy, legal, 80 gsm                           | ream   | 55   |            |             |
|          | Paper, multicopy, A4, 70 gsm                              | ream   | 30   |            |             |
|          | Paper, multicopy, legal, 70 gsm                           | ream   | 30   |            |             |
|          | Sign pen, blue, 0.5                                       | pc     | 41   |            |             |
|          | Sign pen, black, 0.5                                      | pc     | 30   |            |             |
|          | Epson ink (T664) black                                    | bottle | 17   |            |             |
|          | Epson ink (T664) cyan                                     | bottle | 12   |            |             |
|          | Epson ink (T664) magenta                                  | bottle | 12   |            |             |
|          | Epson ink (T664) yellow                                   | bottle | 12   |            |             |
|          | Ballpen, black, 0.5                                       | pc     | 41   |            |             |
|          | Ballpen, blue, 0.5  | pc     | 41   |            |             |
|          | Epson ink (bottle - 003) black                            | bottle | 19   |            |             |
|          | Epson ink (bottle - 003) cyan                             | bottle | 10   |            |             |
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|----------|---|--------|------|------------|-------------|
| Lot 1    | Epson ink (bottle - 003) magenta                      | bottle | 10   |            |             |
|          | Epson ink (bottle - 003) yellow                       | bottle | 10   |            |             |
|          | Expanded folder, long                                 | pc     | 20   |            |             |
|          | Epson ink (bottle - 001) black                        | bottle | 8    |            |             |
|          | Epson ink (bottle - 001) cyan/magenta/yellow          | bottle | 5    |            |             |
|          | Stabilo marker  | pc     | 5    |            |             |
|          | Photopaper, A4  | pack   | 5    |            |             |
|          | Laminating film, A4 size @ 100 pcs/pack               | pack   | 2    |            |             |
|          | Surgical mask, 3 ply K9                               | pack   | 61   |            |             |
|          | Sticker paper (for Property Label)                    | pack   | 10   |            |             |
|          | Brother ink - BT6000 black                            | bottle | 12   |            |             |
|          | Brother ink - BT5000 (cyan/magenta/yellow)            | bottle | 6    |            |             |
|          | Toilet tissue paper, interfolded paper towel          | pack   | 11   |            |             |
|          | Paper highlighter                                     | set    | 15   |            |             |
|          | Sign pen, black, 0.3                                  | piece  | 11   |            |             |
|          | Canon Ink GI-790 Black for Canon 2770 Printer         | bottle | 4    |            |             |
|          | Canon Ink GI-790 Cyan for Canon 2770 Printer          | bottle | 4    |            |             |
|          | Canon Ink GI-790 Magenta for Canon 2770 Printer       | bottle | 4    |            |             |
|          | Canon Ink GI-790 Yellow for Canon 2770 Printer        | bottle | 4    |            |             |
|          | Certificate holder (A4)                               | box    | 1    |            |             |
|          | Sticky notes  | pack   | 11   |            |             |
|          | Expanded folder, legal (long)                         | box    | 6    |            |             |
|          | Ledger filer (blue) for Disbursement vouchers         | piece  | 3    |            |             |
|          | Face mask, 3-ply                                      | box    | 22   |            |             |
|          | Extension wire (8 meters long with cord power socket) | piece  | 3    |            |             |
|          | Office table (wood)                                   | piece  | 2    |            |             |
|          | Office chair  | piece  | 1    |            |             |
|          | Mosquito and insect repellent 100mL                   | bottle | 6    |            |             |
|          | Disinfectant spray 400ml                              | can    | 5    |            |             |
|          | Electronic calculator 12 digit                        | piece  | 2    |            |             |
|          | Dishwashing liquid 250ml                              | bottle | 2    |            |             |
|          | Pot holder  | piece  | 3    |            |             |
|          | Pot base  | piece  | 3    |            |             |
|          | Multi-function dish towel                             | piece  | 6    |            |             |
|          | Wet wipes   | pack   | 5    |            |             |
|          | Alcohol, Isopropyl, 68%-72%, 500ml                    | bottle | 10   |            |             |
|          | Doormat   | piece  | 3    |            |             |
|          | Brush   | piece  | 3    |            |             |
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