



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. **24-01-012C**
 Date: **February 1, 2024**
 Date and Time of Opening: **February 7, 2024, 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. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
 6. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

MARIA GENEVIEVE T. FRANCISQUETE
 BAC CHAIRMAN

For and in the absence of the BAC Chairperson:

CLARENCE S. PILLERIN
 BAC VICE-CHAIRMAN

REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (ORIGINAL)
- e) Bank Account Number (Photocopy of any Proof of Bank Account)

NOTE: For CY 2024, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

7. Approved Budget: **P 163,582.14**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 3	Procurement of Supplies and Equipment for use of the Division Office for the 1st Quarter of CY 2024				
	Sign Pen, Extra Fine Tip, Black	piece	65		
	Sign Pen, Fine Tip, Black	piece	9		
	Sign Pen, Extra Fine Tip, Blue	piece	44		
	Sign Pen, Medium Tip, Blue	piece	9		
	BATTERY, dry cell, size AA	pack	27		
	BATTERY, dry cell, size AAA	pack	6		
	INK, for stamp pad, 50mL	bottle	12		
	PHILIPPINE NATIONAL FLAG	piece	8		
	GLUE, all-purpose	jar	24		
	STAPLE WIRE, heavy duty (binder type), 23/13	box	3		
	STAPLE WIRE, standard	box	38		
	TAPE, electrical	roll	5		
	TAPE, masking, 24mm	roll	8		
	TAPE, masking, 48 mm	roll	8		
	TAPE, packaging, 48 mm	roll	5		
	TAPE, transparent, 24mm	roll	5		
	TAPE, transparent, 48 mm	roll	15		
	CLIP, backfold, 19mm	box	6		
	CLIP, backfold, 25mm	box	20		
	CLIP, backfold, 32mm	box	20		
	CLIP, backfold, 50mm	box	31		
	CORRECTION TAPE	piece	69		
	DATER STAMP	piece	2		
	FASTENER	box	28		
	<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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	FILE ORGANIZER, Expanding, plastic, legal	piece	9		
	FOLDER, L-type, A4	pack	3		
	FOLDER, L-type, legal	pack	5		
	MARKER, Permanent, Black	piece	37		
	MARKER, Whiteboard, Black	piece	9		
	PAPER CLIP, vinly/plastic coated, 33mm	box	44		
	PENCIL, lead/graphite, with eraser	box	3		
	PENCIL SHARPENER, manual, single cutter head	piece	2		
	PUNCHER, paper, heavy duty	piece	8		
	RUBBER BAND No. 18	box	2		
	STAMP PAD, felt	piece	1		
	SCISSORS, symmetrical or asymmetrical	pair	27		
	STAPLER, standard type	piece	26		
	STAPLER, heavy duty (binder type)	unit	4		
	STAPLE REMOVER, plier type	piece	7		
	TAPE DISPENSER, table top	piece	2		
	NOTE PAD, stick on, 50mm x 76 mm	pad	10		
	NOTE PAD, stick on, 76mm x 100 mm	pad	15		
	NOTE PAD, stick on, 76mm x 76 mm	pad	16		
	PAPER, MULTIPURPOSE A4	ream	65		
	PAPER, MULTIPURPOSE LEGAL	ream	40		
	RECORD BOOK, 300 PAGES	book	3		
	RECORD BOOK, 500 PAGES	book	3		
	Rubber bands	box	2		
	<u>SUBJECT TO WITHHOLDING TAX</u>				

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Canvassed by:
 Date: 02-02-2024

Company Name _____

Telephone/Cellphone Number _____

Printed Name/Signature of Authorized Representative _____

Date: _____



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Lot 3	Procurement of Supplies and Equipment for use of the Division Office for the 1st Quarter of CY 2024				
	Ink or stamp pads	bottle	1		
	Folders (LONG) WHITE	piece	100		
	Stapler heavy duty	piece	10		
	Binder or bulldog clips (MEDIUM)	box	10		
	Folders (LONG) BROWN	piece	100		
	Sign Pen (0.5) - black	box	25		
	Sticky Notes / Post It	box	1		
	expanded folder	pc	20		
	Stabilo Marker	pck	8		
	BALLPEN (black 0.5)	box/25pcs	3		
	BALLPEN (blue 0.5)	box/25pcs	3		
	CORRECTION TAPE (refillable) 20m	piece	50		
	EPSON INK, 003 BLACK	piece	21		
	EPSON INK, 003 MAGENTA	piece	14		
	EPSON INK, 003 CYAN	piece	14		
	EPSON INK, 003 YELLOW	piece	14		
	PENCIL, #2	box	2		
	EPSON, INK 6642	bottle	15		
	EPSON, INK 6643	bottle	10		
	EPSON, INK 6644	bottle	10		
	EPSON, INK 6641	bottle	10		
	Sticker Paper (for Property Label)	pack	10		
	INK BLACK BROTHER D60k	bots	6		
	Staple Wire #10	box	2		
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