

Republic of the Philippines

DEPARTMENT OF EDUCATION

Region XI

CITY SCHOOLS DIVISION OF DIGOS CITY

Digos City



AY, JR., EdD

BAC CHAIRMAN

REQUEST FOR QUOTATION

			20-10-075D
			RFQ No.
			16-Nov-20
			Date
ompany Name			
ldress	:		
ontact No.	:		
N No.		4	
	uote your lowest price on the item/s listed below, subject to the General Conditions, time of delivery and submit your quotation duly signed by your representative.	5.	

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	
	SUBJECT TO WITHHOLDING TAX			

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

Canvassed by:	
	Company Name
Date	Telephone/Cellphone Number
	Printed Name/Signature of Authorized Representative
	Date:



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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	
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71	Quink Washable Ink Fountain Pen Refill Cartridge 10 blue Ink Refill	Box	1	
72	Epson Ink L3110 -Black	Bottle	10	
73	Epson Ink L3110 -Cyan	Bottle	10	A N
74	Epson Ink L3110 -Magenta	Bottle	10	
75	Epson ink L3110 -Yellow	Bottle	10	
76	Folder (long) white	Piece	150	
77	Document Binder (blue or red)	Piece	5	
78	Certificate Holder (A4 size)	Piece	105	
79	Plaques	Piece	10	
80	Plastic Expanded Envelope with compartment (legal)	Piece	5	
81	Scissors (Big)	Piece	5	Jan 1944
82	Stapler with staple wire remover (small)	Piece	1	
83	Stapler with staple wire remover (big)	Piece	15	
84	Mailing Envelope -70gsm	Piece	250	
85	Sign Pen roller ball one business blue 0.6	Piece	10	
86	Inkjet Photopaper -180GSM a4	Pack	15	
87	Sticker Paper	Pack	1	
88	Matte Paper	Pack	1	
89	Board Paper (worx)legal	Pack	50	
90	Acetate Paper (A4 size), 100pcs. /pack	Pack	1	
91	Construction Paper	Pack	19	
92	Linen Paper, A4	Pack	24	
93	Linen Paper, Legal	Pack	6	
94	Manila Paper	Piece	264	
95	Special Matte Paper(20pcs.in set)	Set	10	
96	Index Tab, Self Adhesive, 5 set /box, aasorted colors	Box	5	
97	Post, IT Page, 1/2 in 1 3/4 in assorted colors, 50s pack	Pack	5	
98	Heavy Duty Comb Ring Binder Machine	Unit	1	
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