



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. **23-03-032**

Date: **April 13, 2023**

Date and Time of Opening: **April 19, 2023, 9:30 AM**

For and in the absence of the BAC Chairperson:

**BEVERLY S. DAUGDAUG, EdD**

BAC CHAIRMAN

**CHERRY ROSSETTE E. OLIVA**

BAC VICE-CHAIRMAN

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: **Lot 1: 77,312.72, Lot 2: 5,142.88 & Lot 3: 12,348.87**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
<b>Lot 1</b>	Alcohol, Ethly, 500 mL	bottle	41		
	Sign pen, Black, liquid or gel	piece	100		
	Sign pen, Blue, liquid or gel	piece	89		
	Paper, Multicopy, A4, 500 sheets per ream	ream	28		
	Paper, Multicopy, Legal, 500 sheets per ream	ream	14		
	Paper, Multipurpose, Legal, 500 sheets per ream	ream	15		
	Paper, Multicopy, A4, 80 gsm	ream	30		
	Paper, Multicopy, A4, 70 gsm	ream	20		
	Paper, Multicopy, 80 gsm, 210mm X 297mm	ream	10		
	Record book, 300 pages	book	11		
	Record book, 500 pages	book	7		
	Ink cartridge, Epson C13T664100 (T6641), Black	cart	26		
	Ink cartridge, Epson C13T664200 (T6641), Cyan	cart	19		
	Ink cartridge, Epson C13T664300 (T6641), Magenta	cart	19		
	Ink cartridge, Epson C13T664400 (T6641), Yellow	cart	19		
	Glue, all-purpose, 200 grams	jar	11		
	Staple wire, heavy duty (binder type), 23/13	box	2		
	Ring arch file folder, Long	piece	4		
	Ink, for stamp pad, 50 mL	bottle	2		
	Staple wire, standard	box	25		
	Ruler, plastic, 450 mm	piece	5		
	Clip, backfold, 25 mm	box	14		
	Correction tape, 10 meters (refillable)	piece	65		
	Data file box	piece	14		
	Data folder (filer)	piece	31		
	Envelope, expanding, kraft, 100 pieces per box	box	1		
	Fastener, metal, non-sharp edges, 50 sets per box	box	2		
	Folder with tab, A4, 100 pieces	pack	1		
	Folder with tab, legal, 100 pieces	pack	2		
	Paper clip, vinyl/plastic coated, 33mm	box	5		
	Paper clip, vinyl/plastic coated, jumbo 50mm	box	5		
	Pencil, lead/graphite, with eraser, one (1) dozen per box	box	12		
	Rubber band no. 18, 350g	box	5		
	Note pad, stick on, 2"x3", 100 sheets per pad	pad	10		
	Note pad, stick on, 3"x4", 100 sheets per pad	pad	10		
	Note pad, stick on, 3"x3", 100 sheets per pad	pad	13		
	Notebook, stenographer	piece	5		
	<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: \_\_\_\_\_



