

Republic of the Philippines DEPARTMENT OF EDUCATION

Region XI SCHOOLS DIVISION OF DIGOS CITY





BAC VICE-CHAIRMAN

REQUEST FOR QUOTATION

Company Name	RFQ No. 23-03-032
Address	Date: April 13, 2023
Contact No.	Date and Time of Opening: April 19, 2023, 9:30 AM
TIN No.	
	For and in the absence of the BAC Chairperson:
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.	BEVERLY S. DAUGDAUG, EdD
	BAC CHAIRMAN •)
NOTE:	Clulon
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.	CHERRY ROSSETTE E. OLIVA

- 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 PRIC
Lot 1	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		
	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:	
RUBEN EVARRETTA / DOMINADOR ESPACIO / DIANA GRACE V. AMIGO	Company Name
Date	Telephone/Cellphone Number
	Printed Name/Signature of Authorized Representative
	Date:



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ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRIC
Lot 2	SD Card, 256GB	piece	1		
	Office chair, mesh, breathable	piece	1		
	Tape dispenser, table top	piece	1		
	Scissors, symmetrical or asymmetrical (heavy duty)	pair	2		
	Puncher, paper, heavy duty	piece	1		
	Pencil sharpener, manual, single cutter head	piece	1		
	Dating and stamping machine	piece	1		
	Calculator, compact	unit	2		
	Mouse, optical, USB connection type	piece	1		
Lot 3	Cleaner, toilet bowl and urinal, 900 mL - 1000 mL	bottle	6		
	Disinfectant spray, aerosol type, 400g	can	5		
	Furniture cleaner, aerosol type, 300 mL	can	11		
	Air freshener, aerosol type, 150g	can	7	1	
	Broom, soft (walis tambo)	piece	3		
	Tissue, interfolded paper towel, 150 pulls per pack	pack	53		
	Toilet tissue paper, 2 ply, 12 rolls in a pack	pack	5		
	Liquid hand sanitizer, 500 mL	bottle	5		
***************************************	Insecticide, 600 mL	can	3		
	Toilet tissue paper, interfolded paper towel	pack	11	The second second	
	Liquid hand soap, 500 mL	bottle	13		
	Rags, all cotton, 3 pcs/per bundle	bundle	2		
	Trashbag, black, 37"x40", XL, 10 pieces per roll or pack	pack	3		
	Dust pan, rigid non-breakable plastic	piece	1		
	SUBJECT TO WITHHOLDING TAX				
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