



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-A**
Date: **February 9, 2023**
Date and Time of Opening: **February 15, 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.

BEVERLY A. DAUGDAUG, EdD
BAC CHAIRMAN

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 RFO:

- 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**

(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		
	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

Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____



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-A**

Date: **February 9, 2023**

Date and Time of Opening: **February 15, 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.

BEVERLY S. DAUGDAUG, EdD
BAC CHAIRMAN

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 RFO:

- 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**

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

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		
	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

Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____



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-A**
Date: **February 9, 2023**
Date and Time of Opening: **February 15, 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.

BEVERLY S. DAUGDAUG, EdD
BAC CHAIRMAN

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 RFO:

- 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**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
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		
	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

Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____

