



Republic of the Philippines
Department of Education
 CARAGA REGION
 SCHOOLS DIVISION OF BUTUAN CITY

REQUEST FOR QUOTATION

Package: Supply and Delivery of Office Supplies for the 2nd Quarter Supplies of DepEd Butuan City Division for CY 2023

Supplier: _____

Address: _____

Supplier's Contact No.: _____ **Email:** _____

Name of Authorized Representative: _____

TIN: _____ **VAT** ☐ **Non-VAT** ☐

PR No.: 23-03-059

Date: 3/22/2023

Canvass No.: _____

PhilGEPS Reg. No.: _____

DBP Account No.: _____

OTHER Bank: _____

Please quote your lowest price/s on the item/s listed below. You are requested to return this quotation in duly sealed envelope which will be opened by a duly authorized representative.

Bids will be opened by this office until **March 30, 2023 at 9:00 a.m.**

Very truly yours,

[Signature]
CORAZON P. ROA, EdD
 BAC Chairperson

End-User: H. Garcia

ITEM NO.	QUANTITY	UNIT	AGENCY SPECIFICATIONS	BIDDERS SPECIFICATIONS	UNIT COST	TOTAL AMOUNT
LOT 1 - OFFICE SUPPLIES						
	50	piece	Ballpen, Black			
	50	piece	Ballpen, Blue			
	12	piece	Ballpen, Red			
	10	piece	Certificate Holder, A4			
	4	roll	Clear Double Sided Tape, 5 meters			
	10	piece	Data File Box, w/o cover			
	4	box	Envelope, brown, legal size			
	2	box	Envelope, expanding legal			
	3	piece	File Organizer Expanding Plastic, legal			
	1	pack	Folder, with tab, legal, tagboard			
	6	set	Highlighter			
	10	pad	Notepad, Stick-on, 2x3, 100 sheets per pad			
	10	pad	Notepad, Stick-on, 3x3, 100 sheets per pad			
	10	pad	Notepad, Stick-on, 3x4, 100 sheets per pad			
	2	piece	Packaging Tape Dispenser 2"x3" core			
	5	box	Paper Clip, 33mm, small, 100 pieces per box or 52 grams			
	5	box	Paper Clip, 50mm, big, 100 pieces per box or 120 grams			
	15	ream	Paper, Multicopy, A4, 80gsm, size: 210mm x 297mm			
	15	ream	Paper, Multicopy, legal, 80gsm, size: 216mm x 330mm			
	60	ream	Paper, Multi-Purpose, A4, 70gsm, size: 210mm x 297mm			
	1	pack	Photopaper, A4, glossy			
	2	pack	Photopaper, legal, glossy			
	2	box	Rubber Band, 70mm min lay flat length (#18)			
	30	piece	Sign Pen, black, liquid/gel ink, 0.5mm needle tip			
	20	piece	Sign Pen, blue, liquid/gel ink, 0.5mm needle tip			
**** NOTHING FOLLOWS ****						

☐ Cash-on-Delivery Basis ☐ Cash-on-Pick-up Basis ☐ Order Basis upon P.O. in ____ days

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2023 at _____, Philippines.

QUOTATION submitted by:

REMARKS: _____

 Supplier's Name & Signature

 Supplier's Position/Designation

This form is to be submitted not later than

Bid Opening: March 30, 2023

CANVASED by:

NOTE: _____

JOEY G. NORBERTE
 Canvasser's Name & Signature