



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

REQUEST FOR QUOTATION

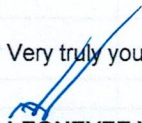
Package: Supply and Delivery of Office Supplies for 3rd Quarter Supplies for DepED Butuan City
Supplier: _____
Address: _____
Supplier's Contact No.: _____ **Email:** _____
Name of Authorized Representative: _____
TIN: _____ **VAT** ☐ **Non-VAT** ☐

PR No.: 24-06-108
Date: 06/13/2024
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 received until **June 20, 2024, 10:00am** and will be opened on the same day.

Very truly yours,


LEONEVEE V. SILVOSA, CESE
 BAC Chairperson

End-User: H. Garcia

ITEM NO.	QUANTITY	UNIT	AGENCY SPECIFICATIONS	BIDDERS SPECIFICATIONS	UNIT COST	TOTAL AMOUNT
LOT 1 - OFFICE SUPPLIES						
	88	pc	ballpen, black			
	2	pc	calculator			
	1	box	carbon film-legal			
	5	pack	cartolina, assorted			
	17	pc	certificate holder a4			
	15	roll	clear double sided tape, 5 meters			
	13	pc	clearbook, A4 size			
	13	pc	clearbook, legal			
	41	box	clip backfold, 19MM-12/box			
	43	box	clip backfold, 25MM - 12/box			
	29	box	clip backfold, 32mm-12/box			
	26	box	clip backfold, 50MM/21inches - 12/box			
	167	pc	correction tape			
	2	pc	cutter/utility knife, for general purpose			
	22	pc	data file box, w/o cover			
	22	pc	data file box, with cover			
	38	pc	data folder, with finger ring			
	1	box	envelope, (brown) A4 size			
	1	box	envelope, (brown) legal size			
	1	box	envelope, expanding, legal			
	3	box	envelope, expanding, a4			
	3	box	envelope, mailing, w/o letter head			
	7	pc	eraser, rubber			
	27	box	fastener			
	5	box	fastener long, 70MM			
	4	pc	file organizer expanding plastic legal			
	1	pack	folder, with tab, A4, tagboard			
	7	pack	folder, with tab, legal, tagboard			
	6	jar	glue, 200 grams			
	10	piece	magazine file box large			
	26	pc	marker, permanent, bullet type, black			
	8	pc	marker, permanent, bullet type, blue			
	6	pc	marker, permanent, bullet type, red			
	14	pc	marker, whiteboard, black			
	9	pc	marker, whiteboard, blue			

ITEM NO.	QUANTITY	UNIT	AGENCY SPECIFICATIONS	BIDDERS SPECIFICATIONS	UNIT COST	TOTAL AMOUNT
	5	pc	marker, whiteboard, red			
	61	pad	notepad, stick-on, 2x3, 100 sheets per pad			
	27	pad	notepad, stick-on, 3x3, 100 sheets per pad			
	26	pad	notepad, stick-on, 3x4, 100 sheets per pad			
	40	box	paper clip, 33MM, (small) 100 pieces per box or 52 grams			
	35	box	paper clip, 50MM, (big) 100 pieces per box or 120 grams			
	30	roll	paper towel (kitchen) 2 ply			
	2	pack	paper, laminating			
	166	ream	paper, multicopy, (a4), 80gsm, size: 210mmx297mm			
	99	ream	paper, multicopy, (legal), 80gsm, size: 216mmx330mm			
	125	ream	paper, multi-purpose, (a4), 70gsm, size: 210mmx297mm			
	100	ream	paper, multi-purpose, (legal), 70 gsm, size:216mmx330mm			
	16	box	pencil, lead with eraser, 12 pieces per box			
	10	pack	photo paper A4			
	11	pack	photo paper, legal			
	15	pc	record book, 300 pages, size: 214mmx278mm min			
	15	pc	record book, 500 pages, size: 214mmx278mm min			
	25	pc	ring binder, plastic, 32mm, 84 rings			
	7	box	rubber band, 70mm min lay flat length (#18)			
	5	pc	ruler, plastic, 18 inches			
	1	pack	sando bag cellophane big bio			
	6	pc	scissors symmetrical			
	329	pc	sign pen, black, liquid/gel ink, 0.5mm needle tip			
	188	pc	sign pen, blue, liquid/gel ink, 0.5mm needle tip			
	104	pc	sign pen, red, liquid/gel ink, 0.5mm needle tip			
	20	pc	signpen 0.6 black faber castel			
	8	bottle	stamp pad ink, black, 50ML (min.)			
	2	pc	stamp pad, felt, bed dimension: 60mm x 100mm			
	2	pc	staple remover, plier type			
	12	box	staple wire, heavy duty, 23/13			
	45	box	staple wire, standard #35			
	2	pc	staple, binder type			
	9	pc	stapler, standard type, load cap: 200 staples min			
	5	pack	sticker paper, long white 10s			
	6	pc	tape dispenser, table top			
	25	roll	tape masking, width 24mm (Â±1MM)			
	16	roll	tape masking, width: 48mm (Â±1MM)			
	21	roll	tape, packaging, width: 48MM (Â±1MM)			
	20	roll	tape, transparent, width: 24MM (Â±1MM)			
	17	roll	tape, transparent, width: 48MM (Â±1MM)			
	20	pack	vellum board paper legal			
	2	roll	twine, plastic			
					ABC: Php284,189.00	
**** NOTHING FOLLOWS ****						

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

*** Once there is complete delivery and duly inspected or accepted; payment processing will be initialized.**

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2024 at _____, Philippines.

REMARKS: _____

QUOTATION submitted by:

Supplier's Name & Signature

Supplier's Position/Designation

CANVASSED by:

This form is to be submitted not later than

Bid Opening: June 20, 2024

NOTE: _____

Canvasser's Name & Signature