Region XII
Division Of General Santos City
BIDS AND AWARDS COMMITTEE
DEPARTMENT OF EDUCATION
REQUEST FOR QUOTATION

Date: **May 30, 2023**
Quotation No.: **RFQ 2023-05-103**

_____
(Company Name)

_____
(Address)

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time if delivery and submit your quotation dulysigned by your representative not later than _____in the return envelope attached herewith.

CARLOS G. SUSARNO PhD, CESE
BAC CHAIRMAN

NOTE:

1. **PLS. PRINT ALL ENTRIES**
2. **DELIVERY PERIOD WITHIN_____CALENDAR DAYS**
3. **WARRANTY SHALL BE FOR A PERIOD OF SIX(6) MOS. FOR SUPPLIES & MATERIALS, ONE(1) YR. FOR EQUIPMENT,**
4. **FROM THE DATE OF ACCEPTANCE BY THE PROCURING ENTITY**
5. **PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS**
6. **G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION**
7. **BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED**
8. **BIDDERS SHALL SUBMIT INDIVIDUAL BID PRICE.**

ITEM NO.	Item description	unit	quantity	Approved Budget for the Contract		Brand	BID AMOUNT	
				Unit Cost	Total		Unit Cost	Total
	Lot: For Division Office - Q2 Supplies (Supply)							
1	Sign Pen Blue, gel, 0.5	pcs	360	37	13,320.00			
2	Sign Pen Black, gel, 0.5	pcs	360	37	13,320.00			
3	Sign Pen Blue, fine, 0.5	pcs	360	40	14,400.00			
4	Sign Pen Black, fine, 0.5	pcs	360	40	14,400.00			
5	Ballpen, Black (preferably Pentonic)	pcs	600	10	6,000.00			
6	Note Pad, Stick on, 76mm x 76mm (3"x3") min	pad	20	35	700.00			
7	Note Pad, Stick on, 3"x5"	pad	25	55	1,375.00			
8	Tape, Packaging, width: 48mm	roll	25	80	2,000.00			
9	Tape, Transparent, Width: 24mm (1mm)	roll	30	29	870.00			
10	Keyboard, Wired USB	unit	25	220	5,500.00			
11	Multipurpose Paper Letter, 70gsm	ream	50	190	9,500.00			
12	Certificate Holder (A4)	pcs	100	40	4,000.00			
13	Folder, Tagboard, for Legal size documents, 100 pieces per pack	pck	3	1200	3,600.00			
14	Highlighter, Pack of 5, Multicolor (preferrably Cello)	pck	10	100	1,000.00			
15	PVC Sheet A4, 200mm x 300mm (50 sets pack preferrably CUYI brand)	pck	2	1000	2,000.00			
16	Ruler Plastic, 12 inches	pcs	25	25	625.00			
17	Glue Gun, Small	unit	1	180	180.00			
18	Glue Gun, Big	unit	1	260	260.00			
19	Glue Sticks for Glue Gun, Small (6pcs per pack)	pck	10	50	500.00			
20	Glue Sticks for Glue Gun, Big (3pcs per pack)	pck	10	65	650.00			
21	Linen Paper, A4	pck	50	40	2,000.00			
22	Megabox, 120 liters, gray	pcs	10	900	9,000.00			
	***** nothing follows *****				-			
					-			
					-			
					-			
					-			
					-			
			GRAND TOTAL		105,200.00			

Brand and Model : _____
Delivery Period : _____
Warranty : _____
Price Validity : _____

DepEd Division of General Santos City
Name of the Procuring Entity

After having carefully read and accepted your General Conditions, I/ We quote you on the item at prices noted above.

REFERENCE	
PR #	PR 2023-05-103
DATE	May 30, 2023

_____
Printed Named/Signature

_____
Tel. No./Cellphone No. email address

_____
Date

DepEd-GSC/BAC
PHILGEPS REF. No. _____ **Date Published:** _____ **Closing Date:** _____ **8:00:00 am**