



Republic of the Philippines
Department of Education
 REGION XIII - CARAGA
 SCHOOLS DIVISION OFFICE OF SURIGAO CITY

REQUEST FOR QUOTATION

Package: _____
 Supplier: _____ PR No.: 2021-02-056
 Address: _____
 Tel. No. _____ Date: 03-Mar-2021
 TIN _____
 Name and Signature of Authorized Representative: _____

In accordance with your invitation for Sealed Quotations for the abovementioned package & subject to all conditions and requirements thereof, we/I will perform the above service at a total cost in Philippine Pesos of _____

(Php. _____) broken down as follows:

QTY.	UNIT	AGENCY SPECIFICATIONS	Bidders Specifications	UNIT COST	TOTAL AMOUNT
5	roll	ACETATE, thickness: 0.075mm min (gauge #3)			
3	piece	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves			
75	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm			
42	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm			
162	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm			
114	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm			
36	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min			
45	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min			
51	pack	BATTERY, dry cell, AA, 2 pieces per blister pack			
74	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack			
10	box	STAPLE WIRE, for heavy duty staplers, (23/13)			
28	roll	TAPE, MASKING, width: 24mm (±1mm)			
34	roll	TAPE, PACKAGING, width: 48mm (±1mm)			
47	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)			
56	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)			
24	piece	RULER, plastic, 450mm (18"), width: 38mm min			
11	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)			
95	piece	CORRECTION TAPE, film base type, UL 6m min			
64	piece	DATA FILE BOX, made of chipboard, with closed ends			
12	piece	DATA FOLDER, made of chipboard, taglia lock			
3	box	ENVELOPE, DOCUMENTARY, for legal size document			
7	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc			
10	piece	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min			
4	box	ENVELOPE, mailing, white, 70gsm			
2	set	FILE TAB DIVIDER, bristol board, for A4			
5	bundle	FOLDER, FANCY, for A4 size documents			
10	bundle	FOLDER, FANCY, for legal size documents			
2	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)			
2	pack	FOLDER, TAGBOARD, for A4 size documents			
4	pack	FOLDER, TAGBOARD, for legal size documents			

QTY.	UNIT	AGENCY SPECIFICATIONS	Bidders Specifications	UNIT COST	TOTAL AMOUNT
70	piece	MAGAZINE FILE BOX, LARGE size, made of chipboard			
89	piece	MARKER, PERMANENT, bullet type, black			
14	piece	MARKER, PERMANENT, bullet type, blue			
3	piece	MARKER, PERMANENT, bullet type, red			
17	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
43	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB			
4	piece	PENCIL SHARPENER, manual, single cutter head			
10	piece	PUNCHER, paper, heavy duty, with two hole guide			
13	pair	SCISSORS, symmetrical, blade length: 65mm min			
12	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min			
1	unit	STAPLER, BINDER TYPE, heavy duty, desktop			
8	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape			
8	piece	CLEARBOOK, 20 transparent pockets, for A4 size			
21	piece	CLEARBOOK, 20 transparent pockets, for LEGAL size			
11	piece	ERASER, PLASTIC/RUBBER, for pencil draft/writing			
215	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip			
234	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip			
82	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip			
4	pack	WRAPPING PAPER, kraft, 65gsm (-5%)			
		Nothing follows...			

Purpose: PROCUREMENT OF 1ST QUARTER (2021) OFFICE SUPPLIES, ACCESSORIES, AND EQUIPMENT NOT AVAILABLE AT THE DBM-PS

We understand that you are not bound to accept the lowest or any quotation that you received.

Date this _____ day of _____ 2021.



FLORENCE E. ALMADEN, CESO VI

BAC Chairperson

OLIVER TORAJA

Canvasser

This form to be submitted
not later than:
BID OPENING: