



Republic of the Philippines

DepED

SCHOOLS DIVISION OFFICE - CITY OF SAN FERNANDO (LU)

Tangkil, City of San Fernando (La Union)

Telefax : (072) - 607 4715 Email Address : sanfernando.city1@deped.gov.ph



REQUEST FOR QUOTATION

Date : January 27, 2025

Quotation No.: 2025-01-012

(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 of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith

NESTOR C. HERAÑA
BAC Chairperson

- Note:**
1. All Entries must be typewritten/handwritten
 2. Delivery period within 7 Calendar Days
 3. Warranty shall be for a period of six (6) months for supplies & materials, One year (1) for equipment, from date of acceptance by the procuring Entity
 4. Price validity shall be for a period of 30 Calendar Days
 5. G-EPS registration certificate shall be attached upon submission of the quotation.
 6. Bidders shall submit original brochures showing certifications of the product being offered
 7. The Approved Budget for the Contract (ABC) for this Project is **Php 144,715.50**
 8. The award shall be made per Item Basis, x Total Qouted Basis, or Lot Basis
 9. In case of discrepancy between the Unit Cost and the Total Cost, **Unit Cost shall prevail.**
 10. Bidders shall attach to this RFQ a copy of Business Permit/Permit to Engage in Business and other verifiable documents

Item No.	Item Description	Qty	Unit	Unit Price	Total Price
1	Ballpen (Black)	46	pcs.		
2	Ballpen (Blue)	33	pcs.		
3	Ballpen (Red)	8	pcs.		
4	Battery AA HD	57	pcs.		
5	Battery AAA HD	53	pcs.		
6	Battery D HD	8	pcs.		
7	Board Paper, A4, Cream , 10 Per Pack	31	packs		
8	Board Paper , Cream , 10 Per Pack	16	packs		
9	Bond Paper , A4 , White	124	reams		
10	Bond Paper, Legal White	46	reams		
11	Bond Paper , Legal Red	1	reams		
12	Butterfly Clip ,1"	22	packs		
13	Butterfly Clip,3/4"	8	packs		
14	Butterfly ,1 1/4 "	7	packs		
15	Butterfly Clip , 2 "	8	packs		
16	Calculator , Electronic , 12 digits	4	pcs.		
17	Certificate Holder	15	pcs.		
18	Correction Tape ,Big	56	pcs.		
19	Double Sided Tape with Foam	3	rolls		
20	Envelope Brown , Short	110	pcs.		
21	Envelope , Brown , Long	295	pcs.		
22	Envelope , plastic with handle	18	pcs.		
23	Envelope , white , letter	100	pcs.		

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

Brand and Model :

(Printed Name / Signature)

Delivery Period :

Warranty :

Price Validity :

(Tel. No./Cellphone No./E-mail Address)

Canvassed by:

(Tax Identification Number (TIN))

(Printed Name/Signature)



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Item No.	Item Description	Qty	Unit	Unit Price	Total Price
24	Expandable Folder , Legal Size , any color	43	pcs.		
25	Fastener ,metal	12	boxes		
26	Fastener , plastic	12	boxes		
27	File Box ,legal , any color	39	pcs.		
28	Folder ,A4 , white	6	reams		
29	Folder , Legal , Green	3	reams		
30	Folder , Legal ,Pink	11	reams		
31	Folder ,Legal , White	11	reams		
32	Glue, Small	17	bots		
33	Glue,Big	2	bots		
34	Log Book,300 pages	8	pcs.		
35	Log Book,500 pages	5	pcs.		
36	Marker/Highlighter	20	pcs.		
37	Masking Tape,1"	11	rolls		
38	Masking Tape, 2"	11	rolls		
39	Packing Tape 2"	8	rolls		
40	Paper Clip, 50mm	27	boxes		
41	Paper Clip, 33mm	24	boxes		
42	Paper Cutter Blade	2	boxes		
43	Paper Cutter,Stainless,Big	6	pcs.		
44	Paper Cutter,Wood	2	pcs.		
45	Parchment Paper,A4	15	pcs.		
46	Pencil Sharpener,Auto Feed and Stop	1	pc.		

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(Printed Name / Signature)

Delivery Period :

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Item No.	Item Description	Qty	Unit	Unit Price	Total Price
47	Pencil. .07mm	41	pcs.		
48	Permanent marker, Black	29	pcs.		
49	Permanent marker, Blue	9	pcs.		
50	Permanent marker, Red	3	pcs.		
51	Photopaper, A4, glossy	15	pack		
52	Sticky Note/ Post it slip, 2x3	37	pad		
53	Sticky Note/ Post it slip, 3x5	34	pad		
54	Puncher Heavy Duty, 2 hole guide	2	pcs.		
55	Push pin	53	pack		
56	Ruler, Metal	3	pcs.		
57	Rubber Band Big	3	box		
58	Rubber Band Small	5	box		
59	Scissors, 4.5"	20	pcs.		
60	Scotch Tape, 1", transparent	33	roll		
61	Scotch Tape, 1/2", transparent	7	roll		
62	Scotch Tape, 2", transparent	7	roll		
63	Scotch tape holder, portable	3	pcs.		
64	Sign Pen (Black), 0.5mm	106	pcs.		
65	Sign Pen (Blue), 0.5mm	65	pcs.		
66	Sign Pen (Red), 0.5mm	2	pcs.		
67	Stamp Pad Ink Blak	3	bot		
68	Stamp Pad Ink Blue	2	bot		
69	Stamp Pad, 90x50	1	pcs.		

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