



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Name of Procuring Entity: **DepED El Salvador City** Request for Quotation (P.R. No.): 2020-07-0050

Revised on:

Date:

Standard Form/Title: **REQUEST FOR QUOTATION** End-User: Schools Division Office

**COMPANY NAME:**

**ADDRESS:**

**TEL NO./FAX NO.:**

Please quote your lowest price for the package described below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than 10:00 A.M. of July 21, 2020 in the return envelope attached herewith.

**TERMS and CONDITIONS:**

1. All entries must be typewritten or legibly written
2. PhilGEPS Registration Certificate shall be attached upon submission of the quotation
3. Bidders shall submit original brochures showing certifications of the package, if applicable
4. Agency may proceed with procurement upon receipt of three (3) quotation

  
**ALIENA S. DAJAY**  
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	PRICE QUOTATION
1	Bond Paper: - Size A4 - 80GSM - 500pcs/ream) <b>ABC: Php 194,000.00</b>	776	Unit	
2	Stapler: - with Flat clinch full strip mechanism - Twin-level mechanism for light effort stapling - 30 sheets stapling capacity <b>ABC: Php 6,000.00</b>	2	Unit	
<b>Total ABC: Php 200,000.00</b>		<b>TOTAL QUOTATION:</b>		

*\*refer to Technical Specifications for details*

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

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Printed Name / Signature / Date

