



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

Name of Procuring Entity: **El Salvador City Central School** Request for Quotation (P.R. No.): 2020-11-0031

Revised on:

Date:

Standard Form/Title: **REQUEST FOR QUOTATION** End-User: El Salvador City Central School

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 30 NOV 2020, 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


ELMA A. BACAN
BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	PRICE QUOTATION
1	Paper Multicopy ✓ Size 210x297mm (A4) ✓ 80 GSM ✓ Free Delivery	102	reams	
2	Paper Multicopy ✓ Size 216x330mm (Long) ✓ 80 GSM ✓ Free Delivery	20	reams	
3	Glue, all purpose ✓ Gross Weight: 200 grams min	1	jar	
4	Staple wire, No.35, 26/6, 5000 staples	5	piece	
5	Stapler, Standard type ✓ Load cap: 200 staples min	5	piece	
6	Electrical Tape ✓ Size 18mm x 16mm	8	roll	

*refer to Technical Specifications for details



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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7	Master Roll	1	roll	
8	Folder, Board Paper ✓ Size A4 ✓ 200 gsm ✓ 10 sheets	300	pack	
9	UNIVERSAL INK, black	9	bottle	
10	UNIVERSAL INK, cyan	9	bottle	
11	UNIVERSAL INK, magenta	9	bottle	
12	UNIVERSAL INK, yellow	9	bottle	
13	INK EPSON GENUINE, black	8	bottle	
14	INK EPSON GENUINE, cyan	8	bottle	
15	INK EPSON GENUINE, magenta	8	bottle	
16	INK EPSON GENUINE, yellow	8	bottle	
17	INK for RISO	30	ink	
Total ABC: 103,175.00		TOTAL QUOTATION:		

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

Printed Name / Signature / Date



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