



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

Name of Procuring Entity:	<b>EL SALVADOR CITY DIVISION</b> Request for Quotation (P.R. No.): <b>2024-10-142</b>	
Revised on:	Date:	Control No: <b>2024-10-0124</b>
Standard Form/Title:	<b>REQUEST FOR QUOTATION</b> End-User: <b>El Salvador City Division</b>	
<b>COMPANY NAME:</b>	_____	
<b>ADDRESS:</b>	_____	
<b>TEL NO./FAX NO.:</b>	_____	<b>TIN No.</b> _____
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 <b>9:00 A.M.</b> of _____ in the return envelope attached herewith.		

**TERMS and CONDITIONS:**

All entries must be typewritten or legibly written.  
**Business Permit and PhilGEPS Registration Certificate** shall be attached upon submission of the quotation.  
 For the procurement of Medicines if the interested supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/ dealer of the products/items.  
 Bidders shall submit original brochures showing certifications of the package, if applicable  
 Agency may proceed with procurement upon receipt of three (3) quotation.

**CONNIEBEL C. NISTAL, Ph.D.**  
 BAC Chairperson

Item No.	ITEMS & DESCRIPTION	QTY	UNIT	UNIT COST	PRICE QUOTATION
1	Color pencil, 36 colors	300	box/ barrel		
2	Brown paper, spiral notebook/sketch pad, 60 pages	300	pc		
3	Automatic pencil, plastic mechanical pencil for kids, 0.5mm	300	pc		
<b>TOTAL ABC: Php. 75,852.00</b>			<b>TOTAL QUOTATION:</b>		

*\*refer to Technical Specifications for details (please see attached)*

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 \_\_\_\_\_



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