

**REPUBLIC OF THE PHILIPPINES**  
**MUNICIPALITY OF KAPALONG**  
**Province of Davao del Norte**

RFQ NO. 20221121  
 PR No. 100-22-11-1334  
 Date 11/16/2022  
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Sir/Madam:

**Requesting Office: M.O**

PURSUANT TO THE PERTINENT PROVISION OF REPUBLIC ACT NO. 9184 AND IT'S IMPLEMENTING RULES AND REGULATIONS, PLEASE QUOTE YOUR UNIT, TOTAL AND GRAND/LOT PRICE OF THE ITEMS LISTED HEREUNDER, WHICH THE MUNICIPALITY OF KAPALONG, DAVAO DEL NORTE DESIRES TO PURCHASE. SHOULD THE BIDS AND AWARDS COMMITTEE FIND YOUR PRICE REASONABLE, RESPONSIVE AND LOWEST IN THE MARKET, YOU WILL BE OFFICIALLY NOTIFIED AS TO THE DATE OF DELIVERY. IN CASE THERE IS A FAILURE OF DELIVERY AND/OR LATE DELIVERIES, LIQUIDATED DAMAGES SHALL BE IMPOSED AND BE CHARGED AGAINST YOUR PRESENT OR FUTURE TRANSACTIONS.

tem	Qty.	Unit	Description	ABC	Unit Price	Total Price	Remarks & Date of Delivery
1	30	ream	A4 Bond paper	228.00			
2	30	ream	Legal bond paper	234.00			
3	30	ream	Letter bond paper	220.00			
4	100	pcs.	Expanded long plastic envelop w/ handle	33.00			
5	20	pcs.	Record book 500 leaves	118.00			
6	10	pcs.	Ballpen 50's	328.00			
7	10	box	Ink black epon	350.00			
8	10	bot	Ink magenta epon	350.00			
9	10	bot	Ink cyan epon	350.00			
10	10	bot	Ink yellow epon	350.00			
11	15	pack	Long folder brown 100's	684.00			
12	20	pcs.	Sign pen black 0.5 (MY GE)	45.00			
			<b>TOTAL APPROVED BUDGET CONTRACT</b>	<b>54,560.00</b>			

**SUPPLIERS MUST SPECIFY/INDICATE  
 BRAND NAMES UPON QUOTATION**

**(SGD.) MARY ELIZABETH L.EXALA**  
 BAC-Chairperson

**I HEREBY CERTIFY:**

- 1) THE ABOVE PRICES OF THE ITEMS HEREIN DESCRIBED ARE CURRENT AND VALID FOR 60 DAYS FROM DATE OF THE OPENING OF CANVASS.
- 2) IN CASE THE MUNICIPALITY OF KAPALONG, DAVAO DEL NORTE WILL OFFICIALLY NOTIFY THAT THE ITEMS WILL BE PRODUCED FROM MY/OUR ESTABLISHMENT, THE STOCKS ARE READILY AVAILABLE OFF THE SHELF.

**NAME OF ESTABLISHMENT:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**TEL. NO.:** \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE  
 \_\_\_\_\_  
 PRINTED NAME  
 \_\_\_\_\_  
 POSITION

**CANVASS BY:** \_\_\_\_\_  
 Signature Over Printed Name

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