

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

RFQ NO. 20230360  
PR No. 100-23-05-0445  
Date 5/4/2023  
Page 1/2

Sir/Madam:

**Requesting Office: MHRMO**

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.

Item No.	Qty.	Unit	Description	ABC	Unit Price	Total Price	Remarks & Date of Delivery
1	50	piece	Sign Pen (.05)	90.00			
2	50	piece	Ballpen , ORD	7.00			
3	58	ream	Paper Bond premium grade (A4) 70gsm	228.00			
4	58	ream	Paper Bond premium grade, legal/70gsm	234.00			
5	26	bot.	Ink (T6641) (black) Epson	350.00			
6	26	bot.	Ink (T6642) (Cyan) Epson	350.00			
7	26	bot.	Ink (T6643) (Magenta) Epson	350.00			
8	26	bot	Ink (T6644) (Yellow) Epson	350.00			
9	8	piece	External Storage (Flashdrive,32GB)	540.00			
10	6	piece	Staple w/ remover	546.00			
11	21	box	Staple Wire #35	51.00			
12	30	bot	Air Freshener (1356)	198.00			
			<b>CONT.NEXT PAGES</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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Item No.	Qty.	Unit	Description	ABC	Unit Price	Total Price	Remarks & Date of Delivery
13	8	pc.	Scissors (Big) 65mm	52.00			
14	5	piece	Marking Pen, Whiteboard (black)	39.00			
15	5	bot.	Marking Pen Ink (whiteboard)	202.00			
16	4	pack	Folder tagboard, legal size 100s	684.00			
17	25	piece	Glue, 130grams	57.00			
18	4	piece	Stamp Pad	56.00			
19	5	bot.	Stamp Pad Ink	30.00			
20	20	piece	Marker (Highlighter) 3 colors	90.00			
21	20	piece	Paper Clip (Jumbo) 50mm	36.00			
22	69	piece	Correction Tape	35.00			
23	25	box	Fasteners (plastic) 50 sets	50.00			
<b>TOTAL APPROVED BUDGET CONTRACT</b>				<b>94,994.00</b>			

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**ADDRESS:** \_\_\_\_\_  
**TEL. NO.:** \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE

\_\_\_\_\_  
 PRINTED NAME

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

\_\_\_\_\_  
 POSITION











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