

**Republic of the Philippines  
MUNICIPALITY OF KAPALONG  
Province of Davao del Norte**

Quotation No. 20240062  
PR No. 100-24-01-0095  
Date 01/30/2024  
Page 1

Sir/Madam:

**Requisitioning 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 ITMES 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 No.	Qty.	Unit	Description	ABC	Unit Price	Total Price	Remarks & Date of Delivery
1	10	can	Air Freshener 280 mlk/can	250.00			
2	30	btl.	Alcohol,Rubbing 500ml	98.00			
3	100	piece	Sign pen, (.05)	45.00			
4	100	piece	Ballpen, ORD	7.00			
5	50	ream	Paper Bond premium grade (A4) 70gsm	224.00			
6	50	ream	Paper Bond premium grade, legal/ 70 gsm	247.00			
7	30	bot.	Ink (T6641) (black)	350.00			
8	30	bot.	Ink (T6642) (cyan)	350.00			
9	30	bot.	Ink (T6643) (magenta)	350.00			
10	30	bot.	Ink (T6644) (yellow)	350.00			
11	7	piece	External storage (flashdrive, 32GB)	540.00			
12	10	piece	Staple w/ remover	546.00			
13	25	box	Staple Wire	44.00			
14	100	bot.	Data File Box	168.00			
			<b>Cont. the Next Page</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

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

\_\_\_\_\_  
POSITION

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tem No.	Qty.	Unit	Description	ABC	Unit Price	Total Price	Remarks & Date of Delivery
15	10	pc.	Scissors (big) 65mm	52.00			
16	5	piece	Marking Pen, whiteboard (black)	40.00			
17	6	bot.	Marking Pen Ink (white board)	163.00			
18	20	pack	Folder tagboard, legal size 100s	690.00			
19	25	piece	Glue, 130grams	70.00			
20	10	piece	Stamp pad	56.00			
21	10	bot.	Stamp pad Ink	30.00			
22	20	piece	Marker (highlighter) 3 colors	90.00			
23	20	piece	Ppaer Clip (jumbo) 50mm	36.00			
24	100	piece	Correction Tape	35.00			
25	20	box	Fasteners (plastic) 50 sets	50.00			
26	15	book	Record book, 300 pages	88.00			
27	10	piece	Columnar book 24 columns	52.00			
28	50	pack	Toilet tissue, 150 twin-ply sheets, 12	102.00			
29	10	piece	Puncher heavy duty with two-hole guide	234.00			
			<b>Total Approved Budget Contract</b>	<b>137,738.00</b>			

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**ADDRESS:** \_\_\_\_\_

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

SIGNATURE

PRINTED NAME

**CANVASS BY:** \_\_\_\_\_

Signature Over Printed Name

POSITION