

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

RFQ NO. 20240268  
PR No. 100-24-03-033C  
Date 3/14/2024  
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Sir/Madam:

**Requesting Office: MO-COA**

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	reams	Book Paper Short Subs. 20	240.00			
2	20	reams	Book Paper Long Subs. 20	260.00			
3	10	reams	Book Paper A4 Subs. 20	250.00			
4	5	pcs	Permanent Marker Broad Blue	42.00			
5	5	pcs	permanent Marker Broad Black	42.00			
6	25	pcs	Long expanded Envelope- (Brown)	13.28			
7	25	pcs	Folder Brown - Short	4.00			
8	50	pcs	Folder Brown - Long	4.40			
9	2	pcs	Ruler Metal 24 inches	80.00			
10	2	pack	White Mailing Envelope (Long)	35.00			
11	15	packs	Battery -Double A 1.5V-super heavy duty (1 pack/4 pcs)	207.00			
12	5	packs	Battery - Tripple A (1 pack/4 pcs)	150.00			
13	12	pcs	Finger tip Moistener	45.00			
14	15	bottle	Epson 664 Ink Bottle (Black)	294.00			
15	15	bottle	Epson 0003 Ink Bottle (Black)	300.00			
16	10	bottle	Epson 0003 Ink Bottle (Yellow)	300.00			
17	10	bottle	Epson 0003 Ink Bottle (Magenta)	300.00			
18	10	bottle	Epson 0003 Ink Bottle (Cyan)	300.00			
19	6	bottle	Brother Bt-D60 (Black) 108.0MI	600.00			
<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
20	3	bottle	Brother BT-5000 (Magenta) 108.0MI	500.00			
21	3	bottle	Brother BT-5000 (yellow) 108.0MI	500.00			
22	3	bottle	Brother BT-5000 (Cyan) 108.0MI	500.00			
23	8	pad	Sticky Notes 3x3 inch (100 sheets)	25.00			
24	8	pad	Sticky Notes 3x4 inch (100 sheets)	60.00			
25	15	pad	Sticky Notes (flags) 4.5cm x 1.2cm	45.00			
26	10	packs	Sticky Notes Stylish Film Index PET 5 in 1 Sign Here Arrow Flag	40.00			
27	10	boxes	Staple Wire No. 35	20.00			
28	15	pcs	Archfile Folder 3" Top Clip (X-long) for F/C Blue	220.00			
29	15	packs	Tissue 2-Ply 400 sheets Laminated, 12 Rolls per pack	175.00			
30	50	pcs	Empty Sack (50kg 21x38)	9.00			
31	5	rolls	Plastic Twine Black	65.00			
			<b>TOTAL APPROVED BUDGET CONTRACT</b>	<b>60,062.00</b>			

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

\_\_\_\_\_  
SIGNATURE

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

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

\_\_\_\_\_  
POSITION



