

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

RFQ NO. 20240690  
PR No. 100-24-07-0859  
Date 7/15/2024  
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Sir/Madam:

Requesting Office: **MHO**

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	40	reams	Bond Paper (long)	247.00			
2	40	reams	Bond Paper (A4)	224.00			
3	50	reams	Mimeo Paper (long)	120.00			
4	50	reams	Mimeo Paper (A4)	110.00			
			Ink:				
5	20	tube	c-T6642- Epson	350.00			
6	20	tube	M-T6643- Epson	350.00			
7	20	tube	Y- T6641- Epson	350.00			
8	20	tube	B- T6644- Epson	350.00			
9	3	bxs	Ballpen (50pcs)	328.00			
10	200	pcs	Folder Long	12.00			
11	40	pcs	Logbook 500pages	118.00			
12	2	ream	Brown Envelope (long) (100pcs)	800.00			
13	20	pcs	Pentel Pen	41.00			
14	10	bxs	Paper Fastener (50sets)	30.00			
15	50	pcs	Correction Tape	35.00			
16	5	bxs	Master Roll	1,200.00			
17	5	tube	Rizo Ink	1,325.00			
18	5	pcs	Calculator	346.00			
			<b>TOTAL APPROVED BUDGET CONTRACT</b>	<b>84,923.00</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

**CANVASS BY:**

Signature Over Printed Name

POSITION



