

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

RFQ NO. 20250116
PR No. 100-25-02-0104
Date 3/2/2025
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Sir/Madam:

Requesting Office: MCRO

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	47	ream	PAPER MULTICOPY A4	264.00			
2	285	pcs.	BALLPEN (BLACK) (ORD.)	4.00			
3	170	pcs.	BALLPEN (RED) (ORD.)	4.00			
4	50	pcs.	SIGN PEN (BLACK)	26.00			
5	30	pcs.	BOOK BINDER WITH BOLT	520.00			
6	100	pcs.	ENVELOPE, ASSORTED COLOR, LEGAL SIZE (YELLOW GREEN,RED,YELLOW & ORANGE	15.00			
7	2	box	ENVELOPE, BROWN, LEGAL SIZE,500/BOX	1,216.00			
8	1	box	MAILING ENVELOPE, WHITE LEGAL SIZE,500PCS/BOX	518.00			
9	1	box	MAILING ENVELOPE, BROWN,LEGAL SIZE,500PCS/PACK	530.00			
10	2	book	CIVIL REGISTRY BOOK-MARRIAGE	3,000.00			
11	2	book	CIVIL REGISTRY BOOK-LIVE BIRTH	3,000.00			
12	1	book	CIVIL REGISTRY BOOK-LEGAL INSTRUMENTS	3,000.00			
13	27	pcs.	TAPE TRANSPARENT (1)	20.00			
14	28	pcs.	DOUBLE SIDED TAPE (1)	30.00			
15	5	pcs.	DUCK TAPE (2)	224.00			
16	5	box	FASTENER, METAL 50 SETS	109.00			
17	38	box	PAPER CLIP, VINYL/PLASTIC COATED, 33mm	10.00			
18	21	box	PAPER CLIP,VINYL/PLASTIC COATED, 50mm	22.00			
19	2	bot	EPSON 664 BK	380.00			
20	5	bot	EPSON 003 BK	334.00			
21	9	bot	GLUE, ALL PURPOSE	71.00			
22	35	pcs.	WHITEBOARD MARKER, BLACK	11.00			
23	39	pcs.	PERMANENT MARKER, BLACK	10.00			
24	5	pcs.	STAMP PAD, FELT	46.00			
			TOTAL APPROVED BUDGET CONTRACT	58,223.00			

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

