

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

RFQ NO. 20250218  
PR No: 100-25-03-0299  
Date: 11/3/2025  
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Sir/Madam:

Requesting Office: **SBO**

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	Bottle	Ink black, canon G3010	334.00			
2	30	Bottle	Ink Yellow , canon G3010	309.00			
3	30	Bottle	Ink Cyan, canon G3010	309.00			
4	30	Bottle	Ink Magenta, canon G3010	309.00			
5	100	Ream	Paper, Multi-purpose (legal size )70 GSM	265.00			
6	50	Bottle	Cartridge INK 664 , Black	380.00			
7	30	Bottle	Cartridge INK 664 , Cyan	380.00			
8	30	Bottle	Cartridge INK 664 , Magenta	380.00			
9	30	Bottle	Cartridge INK 664 , Yellow	380.00			
10	5	Pack	Folder with Tab (short size) 100s/pack	411.00			
11	100	Pieces	Sign pen 0.5, Extra fine tip (black)	26.00			
12	100	Pieces	Sign pen 0.5, Extra fine tip (blue )	26.00			
13	40	Pieces	Data file box with cover, legal size	450.00			
14	2	Pieces	Dater stamp	480.00			
15	2	Box	Envelope documentary, legal	1250.00			
16	5	Cart	Ineo toner	4500.00			
<b>TOTAL APPROVED BUDGET CONTRACT</b>				<b>175,425.00</b>			

**SUPPLIER 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



