

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

RFQ NO. 202502455  
PR No. 100-25-03-0331  
Date 03/20/2025  
Page 1/1

Sir/Madam:

**Requesting Office: M.O. LYDO**

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	51	ream	PAPER, MULTI- PURPOSE LEGAL, 70GSM (MIN)	183.00			
2	30	box	PAPER FASTENER,METAL	109.00			
3	32	box	PAPER CLIP, VINYL/PLASTIC COATED, JUMBO, 50mm	22.00			
4	10	pcs	RECORD BOOK, 300 PAGES	105.00			
5	30	pack	FOLDER WITH TAB, LEGAL 100's	476.00			
6	5	pcs	STAPLER, STANDARD TYPE	227.00			
7	15	pcs	DATA FILE BOX	168.00			
8	50	pcs	INK FOR EPSON (BLACK) 003	334.00			
9	30	pcs	INK FOR EPSON (MAGENTA) 003	309.00			
10	30	pcs	INK FOR EPSON (CYAN) 003	309.00			
11	30	pcs	INK FOR EPSON (YELLOW) 003	309.00			
12	5	box	ENVELOPE, EXPANDING, KRAFT	1,105.00			
13	150	pcs	SIGN PEN, EXTRA FINE TIP, BLACK	26.00			
14	2	pcs	PUNCHER, PAPER, HEAVY DUTY	178.00			
15	15	pcs	CLEAR BOOK A4	40.00			
16							
			<b>TOTAL APPROVED BUDGET CONTRACT</b>	<b>87,183.00</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





