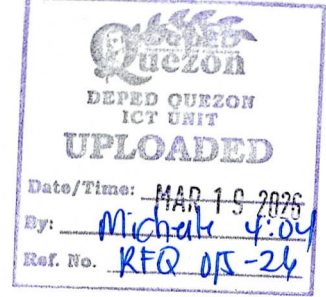




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**Bids and Awards Committee**

RFQ No. 2026-03-RFOG  
Date: March 18, 2026

**REQUEST FOR QUOTATION**

The Department of Education, Division of Quezon, through its Bids and Awards Committee (BAC), will undertake an **Alternative Method of Procurement through SMALL VALUE PROCUREMENT** for the “**PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR FY 2026 Q1**” in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184

- Name of Project** : **PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR FY 2026 Q1**
- Approved Budget for the Contract** : Nine Hundred Eighty Three Thousand Six Hundred Seventy Three Pesos and Seventeen Centavos (Php 983,673.17)
- Specifications** : See attached Annex “D” for the Technical Specifications
- Location** : Talipan, Pagbilao, Quezon
- Delivery Term** : 15 CD upon receipt of Purchase Order

Interested suppliers are required to submit their valid and current Mayor’s permit, Income/Business Tax Return (for ABCs above PhP500k), Philgeps Registration, DTI or SEC Registration, BIR Certificate of Registration and Original Notarized Omnibus Sworn Statement, and Original Special Power of Attorney of the Owner or all members of the joint venture giving full power and authority to its officer or designated person to sign the OSS and do acts to represent the Bidder, upon submission of quotation.

Award of contract shall be made to the lowest quotation, which complies with the minimum description as stated above and other terms and conditions stated in the price quotation form.

Any interlineations, erasures or overwriting shall be valid only if there are signed or initialed by the bidder or his/her duly authorized representative/s.

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Submission of quotation and eligibility documents is on or before March 23, 2026, 10 am at DepED, Division of Quezon, Talipan, Pagbilao, Quezon. Please submit your quotation in a sealed envelope addressed to:

LORENA S. WALANGSUMBAT  
BAC Chairman  
DepEd, Division of Quezon  
Talipan, Pagbilao, Quezon

You may also download the quotation form at [www.quezon.deped.gov.ph](http://www.quezon.deped.gov.ph).

For inquiries, you may contact us at tel. no. 042-784-0366 and look for Hilariona E. Coronado.

Very truly yours,

LORENA S. WALANGSUMBAT  
BAC Chairman

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**APPROVED BUDGET FOR THE CONTRACT**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
<b>LOT 1</b>					
1	bottle	EPSON INK 003 BLACK	30	343.75	10,312.50
2	bottle	EPSON INK 003 MAGENTA	10	343.75	3,437.50
3	bottle	EPSON INK 003 YELLOW	10	343.75	3,437.50
4	bottle	EPSON 664 BLACK	10	110.00	1,100.00
5	bottle	EPSON 664 CYAN	1	325.00	325.00
6	bottle	EPSON 664 MAGENTA	1	288.00	288.00
7	bottle	EPSON 664 YELLOW	1	288.00	288.00
8	bottle	BROTHER INK D60 - BLACK	20	505.65	10,113.00
9	bottle	BROTHER INK D60 - BLACK	20	505.65	10,113.00
10	bottle	BROTHER INK BT5000 - CYAN	20	505.65	10,113.00
11	bottle	BROTHER INK BT5000 - MAGENTA	20	505.65	10,113.00
12	bottle	BROTHER INK BT5000 - YELLOW	20	505.65	10,113.00
13	pcs	BALLPEN BLACK - M7G OFFICE G.5	5	51.50	257.50
14	pcs	UNI-PIN BALLPEN SIGN PEN BLUE FOR CID CHIEF	3	189.00	567.00
15	pcs	UNI-PIN BALLPEN SIGN PEN BLACK FOR CID CHIEF	3	189.00	567.00
16	pcs	BALLPEN BLACK	30	11.00	330.00
17	pcs	BALLPEN BLUE	30	11.00	330.00
18	box	BALLPEN BLACK – GEL, 0.5	2	260.00	520.00
19	pcs	BALLPEN BLACK - G.5	10	17.00	170.00
20	pcs	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	15	97.00	1,455.00
21	box	PILOT BALLPEN PURPLE	1	25.00	25.00
22	bottle	BALLPEN - BLACK, .5 MM	1	260.00	260.00
23	box	BALLPEN - BLUE, .5 MM	1	260.00	260.00
24	pcs	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	20	159.00	3,180.00
25	pcs	ROLLERBALL PENS - 1.0 BLUE	30	79.00	2,370.00

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26	pcs	ROLLERBALL PENS - 1.0 BLACK	50	79.00	3,950.00
27	pack	HIGHLIGHTER - 1PACK (4PCS.)	1	250.00	250.00
28	box	HIGHLIGHTER PEN ASSORTED COLOR	5	219.00	1,095.00
29	pack	SPECIALTY PAPER 4A - VELLUM 120 GSM	5	41.40	207.00
30	pack	EAR TABS WITH "SIGN HERE"	37	90.00	3,330.00
31	roll	JAPANESE CORD YARN	5	55.00	275.00
32	pc	STICKY NOTES STYLISH FILM INDEX (SIGN HERE) EAR TAB	50	26.00	1,300.00
33	pcs	SIGN PEN 1.0, BLUE	10	22.00	220.00
34	pcs	SIGN PEN 1.0, BLACK	15	22.00	330.00
35	pcs	PILOT HI -TECPOINT V10 GRIP SIGN PEN 1.0MM	5	86.00	430.00
36	pcs	BALLPEN GREEN 0.5 MG OFFICE	300	15.00	4,500.00
37	pcs	SELF INKING STAMP (NAME, SIGNIFICANT, & INITIAL) FOR ASDS OFFICE	5	600.00	3,000.00
38	pad	DAILY TIME RECORD (DTR ) FORM	2	28.00	56.00
39	pcs	LONG WHITE ENVELOPE	10	7.00	70.00
40	pcs	LONG GREEN FOLDER	10	7.00	70.00
41	pcs	SACK, XL	300	15.00	4,500.00
42	pcs	OFFICE FILE DOCUMENT STORAGE BOX WITH LID	1000	152.00	152,000.00
43	pcs	FRAME, A4	150	170.00	25,500.00
44	pc	MEDALS, CUSTOMIZED	50	200.00	10,000.00
45	pcs	ADVOCACY MATERIAL, ID LACE	50	40.00	2,000.00
46	pcs	ID JACKET, A6, PLASTIC	50	30.00	1,500.00
47	pc	8 BAND NUMBERER (N--48)	1	167.00	167.00
48	pc	8 BAND NUMBERER (N--58) 3MM	1	170.00	170.00
49	pack	SPECIALTY PAPER A4 - VELLUM 120 GSM	5	43.40	217.00
50	pcs	EXPANDED FOLDER LONG PURPLE	30	15.00	450.00
51	pcs	EXPANDED FOLDER LONG PINK	60	15.00	900.00
52	pc	FOLDER LONG GREEN	30	7.00	210.00
53	pcs	FOLDER LONG RED	30	7.00	210.00
54	pcs	EXPANDED FOLDER LONG RED	30	15.00	450.00
55	pcs	GEL PEN BLACK	24	68.00	1,632.00
56	pcs	GEL PEN GREEN X 12	24	22.00	528.00
57	pcs	TRODAT DATER	2	430.00	860.00

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58	pcs	FOLDER LONG WHITE	30	8.00	240.00
59	pcs	GREEN STORAGE FILE BOX	50	544.00	27,200.00
60	box	CONTINUOUS PAPER 1PLY PLAIN 11X9.5 2,000 SHEET/BOX	55	987.00	54,285.00
61	box	RUBBER BAND SMALL	10	151.00	1,510.00
62	pcs	GEL PEN PURPLE	10	22.00	220.00
63	pcs	EXPANDED FOLDER LONG ORANGE	30	15.00	450.00
64	pcs	EXPANDED FOLDER LONG BLUE	30	15.00	450.00
65	pcs	EXPANDED FOLDER LONG GREEN	30	15.00	450.00
66	pcs	EXPANDED FOLDER LONG YELLOW	30	15.00	450.00
67	pcs	EXPANDED FOLDER LONG PURPLE	30	15.00	450.00
68	box	FOLDER PRESSBOARD LEGAL SIZE - KRAFT (DARK GREEN)	1	2.00	2.00
69	box	FOLDER, PRESSBOARD (GREEN) LONG	1	20.00	20.00
70	pack	FOLDER WITH TAB, LEGAL	1	11.00	11.00
71	box	RUBBER BAND BIG NO.18	20	245.00	4,900.00
72	pcs	MAGAZINE BOX GREEN	20	100.00	2,000.00
73	pcs	ARCHIVE FILER GREEN	20	99.00	1,980.00
74	ream	BOND PAPER, A3 SIZE	5	550.00	2,750.00
75	roll	TAPE, TRANSPARENT, 24MM	15	50.00	750.00
76	roll	DOUBLE SIDED FOAM TAPE (24MMX10M)	3	298.00	894.00
77	box	UNIBALL GEL IMPACT SIGN PEN (BLUE) 1.0MM	1	1,270.00	1,270.00
78	pc	LEGAL UNIT RECEIVED STAMP (SELF-INK)	1	500.00	500.00
79	packs	EMBOSSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	30	75.00	2,250.00
80	pack	SIGN HERE STICKER	5	37.00	185.00
81	ream	SPECIALTY PAPER, LEGAL SIZE (FOR RESOLUTION AND DECISION) - PLS SEE ATTACHED SPECIFICATIONS	1	6,000.00	6,000.00
82	pc	RECEIVED STAMP - BUDGET	1	900.00	900.00
83	pcs	AUTOMATIC DATE STAMP	2	380.00	760.00
84	pack	YARN	2	15.00	30.00
85	pack	BROWN ENVELOPE A4	1	5.00	5.00

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86	ream	SPECIALTY PAPER, SHORT (SEE ATTACHED PICTURE)	5	41.40	207.00
87	ream	SPECIALTY PAPER, LONG (SEE ATTACHED PICTURE)	5	43.20	216.00
88	pcs	LARGE PLASTIC CRATE	5	2,080.00	10,400.00
89	pcs	DATA FILEBOX (WITH PARTITION)	5	325.00	1,625.00
90	pcs	TRODAT ( FOR NAME SDS) - TRODAT PRINITY 4911	4	500.00	2,000.00
91	pcs	TRODAT ( FOR NAME SDS) - TRODAT PRINITY 4912	3	500.00	1,500.00
92	pcs	RECEIVING STAMP - SELF INKING WITH DATE, BLACK FOR ASDS OFFICE	3	600.00	1,800.00
93	pcs	BATTERY, DRY CELL, SIZE AAA	30	18.61	558.30
94	roll	TRASHBAG, XXL SIZE	30	131.95	3,958.50
95	pc	PHILIPPINE NATIONAL FLAG	3	289.11	867.33
96	bottle	GLUE, ALL-PURPOSE	15	63.07	946.05
97	pcs	ENVELOPE, EXPANDING, PLASTIC	50	30.95	1,547.50
98	set	FILE TAB DIVIDER, A4	5	11.29	56.45
99	box	FOLDER, PRESSBOARD	2	1,979.25	3,958.50
100	set	MARKER, FLOURESCENT	4	31.57	126.28
101	pad	STAMP PAD, FELT	6	40.51	243.06
102	pad	NOTEPAD, STICK-ON, 76MM X100MM	50	27.71	1,385.50
103	cartridge	INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	5	235.38	1,176.90
104	cartridge	INK CARTRIDGE, EPSON C13T664200 (T6642), CYAN	5	245.83	1,229.15
105	cartridge	INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	5	245.83	1,229.15
106	cartridge	INK CARTRIDGE, EPSON C13T664400 (T6644), YELLOW	5	245.83	1,229.15
107	pax	BATTERY, DRY CELL, SIZE AA	50	20.80	1,040.00
108	roll	TRASHBAG, LARGE SIZE	40	42.50	1,700.00
109	roll	TRASHBAG, XL SIZE	50	55.00	2,750.00
110	packs	FOLDER, L-TYPE, A4	40	200.00	8,000.00
111	pack	STICKER PAPER	5	285.00	1,425.00
112	pcs	CLEARBOOK, 20 TRANSPARENT POCKETS, FOR A4 SIZE	6	35.52	213.12
113	pcs	SIGN PEN, EXTRA FINE TIP, BLACK	200	27.11	5,422.00
114	pc	SIGN PEN, EXTRA FINE TIP, BLUE	50	30.91	1,545.50

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115	pcs	SIGN PEN, EXTRA FINE TIP, RED	20	27.11	542.20
116	pcs	CORRECTION TAPE, 8M	50	23.03	1,151.50
117	box	ENVELOPE, DOCUMENTARY, FOR A4 SIZE DOCUMENT	31	860.31	26,669.61
118	box	FOLDER WITH TAB, A4	1	385.29	385.29
119	pcs	STENO NOTEBOOK, 60 LEAVES	165	14.73	2,430.45
120	box	ENVELOPE, DOCUMENTARY, FOR LEGAL SIZE DOCUMENT	31	1,033.38	32,034.78
121	packs	EAR TAGS SIGN HERE - SIGN HERE	20	50.00	1,000.00
122	set	INK 003 (EPSON) - ALL COLORS (BLACK, MAGENTA, YELLOW, CYAN)	4	1,200.00	4,800.00
123	box	CONTINUOUS PAPER 2PLY 11X14.7/8 1,000 SET	145	1,658.00	240,410.00
124	pcs	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	10	189.00	1,890.00
125	pcs	TRODAT( FOR E-SIGN OF SDS) - TRODAT PRINITY 4912	3	500.00	1,500.00
126	pcs	FOLDER GREEN LONG	30	12.33	369.90
127	pcs	TRODAT PRINITY 4926- RECEIVED COA- SEE ATTACHED PICTURE	2	500.00	1,000.00
		<b>SUB-TOTAL</b>			<b>783,873.00</b>
<b>LOT 2</b>					
1	pcs	ADVOCACY T-SHIRTS, SUBLIMATION	50	400.00	20,000.00
		<b>SUB-TOTAL</b>			<b>20,000.00</b>
<b>LOT 3</b>					
1	pcs	PRINTING OF APPOINTMENT FORM (BLUE)	6000	9.00	54,000.00
2	pcs	PRINTING OF APPOINTMENT FORM (GREEN)	2000	9.00	18,000.00
3	pcs	PRINTING OF APPOINTMENT FORM (YELLOW)	8000	9.00	72,000.00
4	pcs	PRINTING OF ID (CSC FORMAT)	100	8.00	800.00
5	pcs	PRINTING OF LEAVE CARD SMALL	1000	15.00	15,000.00
6	pcs	PRINTING OF LEAVE CARD BIG	1000	20.00	20,000.00
		<b>SUB-TOTAL</b>			<b>179,800.00</b>
<b>GRAND TOTAL</b>					<b>983,673.17</b>

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Annex "C"

**PRICE QUOTATION FORM**

Date \_\_\_\_\_

The Bids and Awards Committee  
DepED, Division of Quezon  
Talipan, Pagbilao, Quezon

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s, as follows:

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
<b>LOT 1</b>					
1	bottle	EPSON INK 003 BLACK	30		
2	bottle	EPSON INK 003 MAGENTA	10		
3	bottle	EPSON INK 003 YELLOW	10		
4	bottle	EPSON 664 BLACK	10		
5	bottle	EPSON 664 CYAN	1		
6	bottle	EPSON 664 MAGENTA	1		
7	bottle	EPSON 664 YELLOW	1		
8	bottle	BROTHER INK D60 - BLACK	20		
9	bottle	BROTHER INK D60 - BLACK	20		
10	bottle	BROTHER INK BT5000 - CYAN	20		
11	bottle	BROTHER INK BT5000 - MAGENTA	20		
12	bottle	BROTHER INK BT5000 - YELLOW	20		
13	pcs	BALLPEN BLACK - M7G OFFICE G.5	5		
14	pcs	UNI-PIN BALLPEN SIGN PEN BLUE FOR CID CHIEF	3		
15	pcs	UNI-PIN BALLPEN SIGN PEN BLACK FOR CID CHIEF	3		
16	pcs	BALLPEN BLACK	30		
17	pcs	BALLPEN BLUE	30		
18	box	BALLPEN BLACK - 0.5	2		
19	pcs	BALLPEN BLACK - G.5	10		
20	pcs	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	15		

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21	box	PILOT BALLPEN PURPLE	1		
22	bottle	BALLPEN - BLACK, .5 MM	1		
23	box	BALLPEN - BLUE, .5 MM	1		
24	pcs	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	20		
25	pcs	ROLLERBALL PENS - 1.0 BLUE	30		
26	pcs	ROLLERBALL PENS - 1.0 BLACK	50		
27	pack	HIGHLIGHTER - 1PACK (4PCS.)	1		
28	box	HIGHLIGHTER PEN ASSORTED COLOR	5		
29	pack	SPECIALTY PAPER 4A - VELLUM 120 GSM	5		
30	pack	EAR TABS WITH "SIGN HERE"	37		
31	roll	JAPANESE CORD YARN	5		
32	pc	STICKY NOTES STYLISH FILM INDEX (SIGN HERE) EAR TAB	50		
33	pcs	SIGN PEN 1.0, BLUE	10		
34	pcs	SIGN PEN 1.0, BLACK	15		
35	pcs	PILOT HI -TECPOINT V10 GRIP SIGN PEN 1.0MM	5		
36	pcs	BALLPEN GREEN 0.5 MG OFFICE	300		
37	pcs	SELF INKING STAMP (NAME, SIGNIFICANT, & INITIAL) FOR ASDS OFFICE	5		
38	pad	DAILY TIME RECORD (DTR ) FORM	2		
39	pcs	LONG WHITE ENVELOPE	10		
40	pcs	LONG GREEN FOLDER	10		
41	pcs	SACK, XL	300		
42	pcs	OFFICE FILE DOCUMENT STORAGE BOX WITH LID	1000		
43	pcs	FRAME, A4	150		
44	pc	MEDALS, CUSTOMIZED	50		
45	pcs	ADVOCACY MATERIAL, ID LACE	50		
46	pcs	ID JACKET, A6, PLASTIC	50		
47	pc	8 BAND NUMBERER (N--48)	1		
48	pc	8 BAND NUMBERER (N--58) 3MM	1		
49	pack	SPECIALTY PAPER A4 - VELUUM 120 GSM	5		
50	pcs	EXPANDED FOLDER LONG PURPLE	30		
51	pcs	EXPANDED FOLDER LONG PINK	60		
52	pc	FOLDER LONG GREEN	30		
53	pcs	FOLDER LONG RED	30		
54	pcs	EXPANDED FOLDER LONG RED	30		
55	pcs	GEL PEN BLACK	24		
56	pcs	GEL PEN GREEN X 12	24		

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57	pcs	TRODAT DATER	2		
58	pcs	FOLDER LONG WHITE	30		
59	pcs	GREEN STORAGE FILE BOX	50		
60	box	CONTINUOUS PAPER 1PLY PLAIN 11X9.5 2,000 SHEET/BOX	55		
61	box	RUBBER BAND SMALL	10		
62	pcs	GEL PEN PURPLE	10		
63	pcs	EXPANDED FOLDER LONG ORANGE	30		
64	pcs	EXPANDED FOLDER BLUE	30		
65	pcs	EXPANDED FOLDER LONG GREEN	30		
66	pcs	EXPANDED FOLDER LONG YELLOW	30		
67	pcs	FOLDER LONG PURPLE	30		
68	box	FOLDER PRESSBOARD LEGAL SIZE - KRAFT (DARK GREEN)	1		
69	box	FOLDER, PRESSBOARD (GREEN) LONG	1		
70	pack	FOLDER WITH TAB, LEGAL	1		
71	box	RUBBER BAND BIG NO.18	20		
72	pcs	MAGAZINE BOX GREEN	20		
73	pcs	ARCHIVE FILER GREEN	20		
74	ream	BOND PAPER, A3 SIZE	5		
75	roll	TAPE, TRANSPARENT, 24MM	15		
76	roll	DOUBLE SIDED FOAM TAPE (24MMX10M)	3		
77	box	UNIBALL GEL IMPACT SIGN PEN (BLUE) 1.0MM	1		
78	pc	LEGAL UNIT RECEIVED STAMP (SELF-INK)	1		
79	packs	EMBOSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	30		
80	pack	SIGN HERE STICKER	5		
81	ream	SPECIALTY PAPER, LEGAL SIZE (FOR RESOLUTION AND DECISION) - PLS SEE ATTACHED SPECIFICATIONS	1		
82	pc	RECEIVED STAMP - BUDGET	1		
83	pcs	AUTOMATIC DATE STAMP	2		
84	pack	YARN	2		
85	pack	BROWN ENVELOPE A4	1		
86	ream	SPECIALTY PAPER, SHORT (SEE ATTACHED PICTURE)	5		
87	ream	SPECIALTY PAPER, LONG (SEE ATTACHED PICTURE)	5		

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**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

88	pcs	LARGE PLASTIC CRATE	5		
89	pcs	DATA FILEBOX (WITH PARTITION)	5		
90	pcs	TRODAT ( FOR NAME SDS) - TRODAT PRINITY 4911	4		
91	pcs	TRODAT ( FOR NAME SDS) - TRODAT PRINITY 4912	3		
92	pcs	RECEIVING STAMP - SELF INKING WITH DATE, BLACK FOR ASDS OFFICE	3		
93	pcs	BATTERY, DRY CELL, SIZE AAA	30		
94	roll	TRASHBAG, XXL SIZE	30		
95	pc	PHILIPPINE NATIONAL FLAG	3		
96	bottle	GLUE, ALL-PURPOSE	15		
97	pcs	ENVELOPE, EXPANDING, PLASTIC	50		
98	set	FILE TAB DIVIDER, A4	5		
99	box	FOLDER, PRESSBOARD	2		
100	set	MARKER, FLOURESCENT	4		
101	pad	STAMP PAD, FELT	6		
102	pad	NOTEPAD, STICK-ON, 76MM X100MM	50		
103	cartridge	INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	5		
104	cartridge	INK CARTRIDGE, EPSON C13T664200 (T6642), CYAN	5		
105	cartridge	INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	5		
106	cartridge	INK CARTRIDGE, EPSON C13T664400 (T6644), YELLOW	5		
107	pax	BATTERY, DRY CELL, SIZE AA	50		
108	roll	TRASHBAG, LARGE SIZE	40		
109	roll	TRASHBAG, XL SIZE	50		
110	packs	FOLDER, L-TYPE, A4	40		
111	pack	STICKER PAPER	5		
112	pcs	CLEARBOOK, 20 TRANSPARENT POCKETS, FOR A4 SIZE	6		
113	pcs	SIGN PEN, EXTRA FINE TIP, BLACK	200		
114	pc	SIGN PEN, EXTRA FINE TIP, BLUE	50		
115	pcs	SIGN PEN, EXTRA FINE TIP, RED	20		
116	pcs	CORRECTION TAPE, 8M	50		
117	box	ENVELOPE, DOCUMENTARY, FOR A4 SIZE DOCUMENT	31		
118	box	FOLDER WITH TAB, A4	1		
119	pcs	STENO NOTEBOOK, 60 LEAVES	165		
120	box	ENVELOPE, DOCUMENTARY, FOR LEGAL SIZE DOCUMENT	31		

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121	packs	EAR TAGS SIGN HERE - SIGN HERE; BRAND JOY	20		
122	set	INK 003 (EPSON) - ALL COLORS (BLACK, MAGENTA, YELLOW, CYAN)	4		
123	box	CONTINOUS PAPER 2PLY 11X14.7/8 1,000 SET	145		
124	pcs	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	10		
125	pcs	TRODAT( FOR E-SIGN OF SDS) - TRODAT PRINITY 4912	3		
126	pcs	FOLDER GREEN LONG	30		
127	pcs	TRODAT PRINITY 4926- RECEIVED COA- SEE ATTACHED PICTURE	2		
		<b>SUB-TOTAL</b>			
<b>LOT 2</b>					
1	pcs	ADVOCACY T-SHIRTS	50		
		<b>SUB-TOTAL</b>			
<b>LOT 3</b>					
1	pcs	PRINTING OF APPOINTMENT FORM (BLUE)	6000		
2	pcs	PRINTING OF APPOINTMENT FORM (GREEN)	2000		
3	pcs	PRINTING OF APPOINTMENT FORM (YELLOW)	8000		
4	pcs	PRINTING OF ID (CSC FORMAT)	100		
5	pcs	PRINTING OF LEAVE CARD SMALL	1000		
6	pcs	PRINTING OF LEAVE CARD BIG	1000		
		<b>SUB-TOTAL</b>			
<b>GRAND TOTAL</b>					

TOTAL AMOUNT IN WORDS

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\_\_\_\_\_  
 Signature Over Printed Name of Bidder

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*Annex "D"*

## **Technical Specifications**

Bidders must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification"

Item No.	Unit	Item Description	Quantity	Statement of Compliance
<b>LOT 1</b>				
1	bottle	EPSON INK 003 BLACK	30	
2	bottle	EPSON INK 003 MAGENTA	10	
3	bottle	EPSON INK 003 YELLOW	10	
4	bottle	EPSON 664 BLACK	10	
5	bottle	EPSON 664 CYAN	1	
6	bottle	EPSON 664 MAGENTA	1	
7	bottle	EPSON 664 YELLOW	1	
8	bottle	BROTHER INK D60 - BLACK	20	
9	bottle	BROTHER INK D60 - BLACK	20	
10	bottle	BROTHER INK BT5000 - CYAN	20	
11	bottle	BROTHER INK BT5000 - MAGENTA	20	
12	bottle	BROTHER INK BT5000 - YELLOW	20	
13	pcs	BALLPEN BLACK - M7G OFFICE G.5	5	
14	pcs	UNI-PIN BALLPEN SIGN PEN BLUE FOR CID CHIEF	3	
15	pcs	UNI-PIN BALLPEN SIGN PEN BLACK FOR CID CHIEF	3	
16	pcs	BALLPEN BLACK	30	
17	pcs	BALLPEN BLUE	30	
18	box	BALLPEN BLACK - MY GEL-DONG A 0.5	2	
19	pcs	BALLPEN BLACK - M&G OFFICE G.5	10	
20	pcs	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	15	
21	box	PILOT BALLPEN PURPLE	1	
22	bottle	BALLPEN - BLACK, .5 MM	1	
23	box	BALLPEN - BLUE, .5 MM	1	
24	pcs	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	20	
25	pcs	ROLLERBALL PENS - 1.0 BLUE	30	
26	pcs	ROLLERBALL PENS - 1.0 BLACK	50	

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27	pack	HIGHLIGHTER - 1PACK (4PCS.)	1	
28	box	HIGHLIGHTER PEN ASSORTED COLOR	5	
29	pack	SPECIALTY PAPER 4A - VELLUM 120 GSM	5	
30	pack	EAR TABS WITH "SIGN HERE"	37	
31	roll	JAPANESE CORD YARN	5	
32	pc	STICKY NOTES STYLISH FILM INDEX (SIGN HERE) EAR TAB	50	
33	pcs	SIGN PEN 1.0, BLUE	10	
34	pcs	SIGN PEN 1.0, BLACK	15	
35	pcs	PILOT HI -TECPOINT V10 GRIP SIGN PEN 1.0MM	5	
36	pcs	BALLPEN GREEN 0.5 MG OFFICE	300	
37	pcs	SELF INKING STAMP (NAME, SIGNIFICANT, & INITIAL) FOR ASDS OFFICE	5	
38	pad	DAILY TIME RECORD (DTR ) FORM	2	
39	pcs	LONG WHITE ENVELOPE	10	
40	pcs	LONG GREEN FOLDER	10	
41	pcs	SACK, XL	300	
42	pcs	OFFICE FILE DOCUMENT STORAGE BOX WITH LID	1000	
43	pcs	FRAME, A4	150	
44	pc	MEDALS, CUSTOMIZED	50	
45	pcs	ADVOCACY MATERIAL, ID LACE	50	
46	pcs	ID JACKET, A6, PLASTIC	50	
47	pc	8 BAND NUMBERER (N--48)	1	
48	pc	8 BAND NUMBERER (N--58) 3MM	1	
49	pack	SPECIALTY PAPER A4 - VELUUM 120 GSM	5	
50	pcs	EXPANDED FOLDER LONG PURPLE	30	
51	pcs	EXPANDED FOLDER LONG PINK	60	
52	pc	FOLDER LONG GREEN	30	
53	pcs	FOLDER LONG RED	30	
54	pcs	EXPANDED FOLDER LONG RED	30	
55	pcs	GEL PEN BLACK	24	
56	pcs	GEL PEN GREEN X 12	24	
57	pcs	TRODAT DATER	2	
58	pcs	FOLDER LONG WHITE	30	
59	pcs	GREEN STORAGE FILE BOX	50	
60	box	CONTINUOUS PAPER 1PLY PLAIN 11X9.5 2,000 SHEET/BOX	55	
61	box	RUBBER BAND SMALL	10	
62	pcs	GEL PEN PURPLE	10	

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63	pcs	EXPANDED FOLDER LONG ORANGE	30	
64	pcs	EXPANDED FOLDER BLUE	30	
65	pcs	EXPANDED FOLDER LONG GREEN	30	
66	pcs	EXPANDED FOLDER LONG YELLOW	30	
67	pcs	FOLDER LONG PURPLE	30	
68	box	FOLDER PRESSBOARD LEGAL SIZE - KRAFT (DARK GREEN)	1	
69	box	FOLDER, PRESSBOARD (GREEN) LONG	1	
70	pack	FOLDER WITH TAB, LEGAL	1	
71	box	RUBBER BAND BIG NO.18	20	
72	pcs	MAGAZINE BOX GREEN	20	
73	pcs	ARCHIVE FILER GREEN	20	
74	ream	BOND PAPER, A3 SIZE	5	
75	roll	TAPE, TRANSPARENT, 24MM	15	
76	roll	DOUBLE SIDED FOAM TAPE (24MMX10M)	3	
77	box	UNIBALL GEL IMPACT SIGN PEN (BLUE) 1.0MM	1	
78	pc	LEGAL UNIT RECEIVED STAMP (SELF-INK)	1	
79	packs	EMBOSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	30	
80	pack	SIGN HERE STICKER	5	
81	ream	SPECIALTY PAPER, LEGAL SIZE (FOR RESOLUTION AND DECISION) - PLS SEE ATTACHED SPECIFICATIONS	1	
82	pc	RECEIVED STAMP - BUDGET	1	
83	pcs	AUTOMATIC DATE STAMP	2	
84	pack	YARN	2	
85	pack	BROWN ENVELOPE A4	1	
86	ream	SPECIALTY PAPER, SHORT (SEE ATTACHED PICTURE)	5	
87	ream	SPECIALTY PAPER, LONG (SEE ATTACHED PICTURE)	5	
88	pcs	LARGE PLASTIC CRATE	5	
89	pcs	DATA FILEBOX (WITH PARTITION)	5	
90	pcs	TRODAT ( FOR NAME SDS) - TRODAT PRINITY 4911	4	
91	pcs	TRODAT ( FOR NAME SDS) - TRODAT PRINITY 4912	3	

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92	pcs	RECEIVING STAMP - SELF INKING WITH DATE, BLACK FOR ASDS OFFICE	3	
93	pcs	BATTERY, DRY CELL, SIZE AAA	30	
94	roll	TRASHBAG, XXL SIZE	30	
95	pc	PHILIPPINE NATIONAL FLAG	3	
96	bottle	GLUE, ALL-PURPOSE	15	
97	pcs	ENVELOPE, EXPANDING, PLASTIC	50	
98	set	FILE TAB DIVIDER, A4	5	
99	box	FOLDER, PRESSBOARD	2	
100	set	MARKER, FLOURESCENT	4	
101	pad	STAMP PAD, FELT	6	
102	pad	NOTEPAD, STICK-ON, 76MM X100MM	50	
103	cartridge	INK CARTRIDGE, EPSON C13T664100 (T6641), BLACK	5	
104	cartridge	INK CARTRIDGE, EPSON C13T664200 (T6642), CYAN	5	
105	cartridge	INK CARTRIDGE, EPSON C13T664300 (T6643), MAGENTA	5	
106	cartridge	INK CARTRIDGE, EPSON C13T664400 (T6644), YELLOW	5	
107	pax	BATTERY, DRY CELL, SIZE AA	50	
108	roll	TRASHBAG, LARGE SIZE	40	
109	roll	TRASHBAG, XL SIZE	50	
110	packs	FOLDER, L-TYPE, A4	40	
111	pack	STICKER PAPER	5	
112	pcs	CLEARBOOK, 20 TRANSPARENT POCKETS, FOR A4 SIZE	6	
113	pcs	SIGN PEN, EXTRA FINE TIP, BLACK	200	
114	pc	SIGN PEN, EXTRA FINE TIP, BLUE	50	
115	pcs	SIGN PEN, EXTRA FINE TIP, RED	20	
116	pcs	CORRECTION TAPE, 8M	50	
117	box	ENVELOPE, DOCUMENTARY, FOR A4 SIZE DOCUMENT	31	
118	box	FOLDER WITH TAB, A4	1	
119	pcs	STENO NOTEBOOK, 60 LEAVES	165	
120	box	ENVELOPE, DOCUMENTARY, FOR LEGAL SIZE DOCUMENT	31	
121	packs	EAR TAGS SIGN HERE - SIGN HERE; BRAND JOY	20	
122	set	INK 003 (EPSON) - ALL COLORS (BLACK, MAGENTA, YELLOW, CYAN)	4	
123	box	CONTINOUS PAPER 2PLY 11X14.7/8 1,000 SET	145	

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124	pcs	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	10	
125	pcs	TRODAT( FOR E-SIGN OF SDS) - TRODAT PRINITY 4912	3	
126	pcs	FOLDER GREEN LONG	30	
127	pcs	TRODAT PRINITY 4926- RECEIVED COA- SEE ATTACHED PICTURE	2	
<b>LOT 2</b>				
1	pcs	ADVOCACY T-SHIRTS	50	
<b>LOT 3</b>				
1	pcs	PRINTING OF APPOINTMENT FORM (BLUE)	6000	
2	pcs	PRINTING OF APPOINTMENT FORM (GREEN)	2000	
3	pcs	PRINTING OF APPOINTMENT FORM (YELLOW)	8000	
4	pcs	PRINTING OF ID (CSC FORMAT)	100	
5	pcs	PRINTING OF LEAVE CARD SMALL	1000	
6	pcs	PRINTING OF LEAVE CARD BIG	1000	

I hereby certify to comply with all the above technical specifications.

\_\_\_\_\_

Name of Bidder

\_\_\_\_\_

Signature Over Printed Name of Representative

\_\_\_\_\_

Date

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**CHECKLIST OF ELIGIBILITY AND TECHNICAL DOCUMENTS FOR SUBMISSION**

**Class "A" Documents**

**1. Legal Documents**

- Philgeps Registration
- Mayor's/Business Permit
- DTI Registration Certificate or SEC Registration Certificate
- BIR Certificate of Registration (line of business shall be relevant to the kind of goods or services to be supplied)
- Income/Business Tax Return (for ABCs above 500k)

**2. Technical Documents**

- Notarized Omnibus Sworn Statement
- Special Power of Attorney for Single Proprietorship or Secretary's Certificate for Corporation, if applicable
- Statement of Compliance to Technical Specifications

**Class "B" Documents**

- JVA or the Duly Notarized Statement in accordance with Section 23.1(b) of the 2016 Revised IRR, if applicable

*Notes:*

- 1. All documents must be prepared in two (2) sets of copies, one (1) original copy and one (1) photocopy*
- 2. The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to disqualification of proposal.*
- 3. Documents must be fastened to avoid missing of pages and must be have ear tags for easy identification*

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ITEM NO. 81

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Focus on work that matters with the high-speed and all-purpose Epson WorkForce DS-530II scanner. Designed to handle a wide variety of media, you will be able to scan media printed on different mediums from fragile paper documents to plastic cards, and even thick books with its flatbed option.

- Scanning speed of up to 35 ppm / 70 ipm
- Automatic Document Feeder (ADF) of up to 50 sheets
- Daily duty cycle of up to 5,500 sheets
- One-pass duplex scanning
- Paper protection function and image sensor glass dirt detection

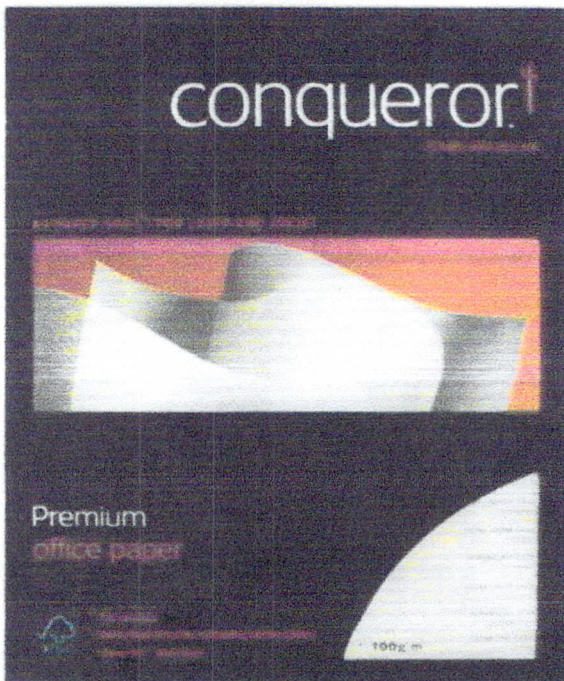


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Focus on work that matters with the high-speed and all-purpose Epson WorkForce DS-530II scanner. Designed to handle a wide variety of media, you will be able to scan media printed on different mediums from fragile paper documents to plastic cards, and even thick books with its flatbed option.

- Scanning speed of up to 35 ppm / 70 ipm
- Automatic Document Feeder (ADF) of up to 50 sheets
- Daily duty cycle of up to 5,500 sheets
- One-pass duplex scanning
- Paper protection function and image sensor glass dirt detection



Specifications:

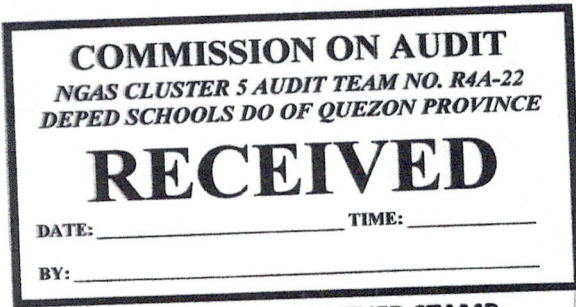
- Size: Legal Size (8 1/2 by 14 inches)
- Finish: Textured Laid
- GSM: 90
- Color: Ultra White

ITEM no. 86 & 87

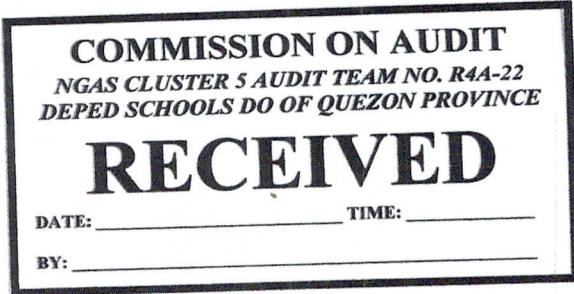


- Paper Weight: 90 gsm
- Size: A4
- Color: Pale Cream
- Packaging Size: 100 pcs

ITEM NO. 127



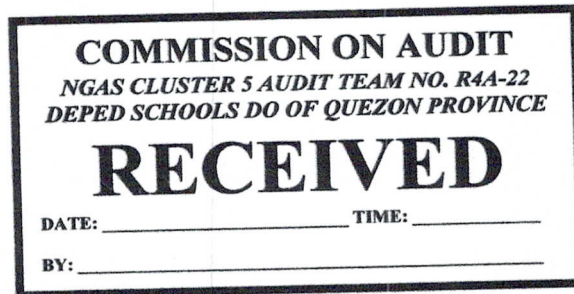
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TRODAT 4926 75MM X 38MM



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COMMISSION ON AUDIT

TIMES NEW ROMAN/14(FONT SIZE)

NGAS CLUSTER 5 AUDIT TEAM NO. R4A-22  
DEPED SCHOOLS DO OF QUEZON PROVINCE

TNR / ITALIC / 9(FONT SIZE)

RECEIVED

TNR / 30 (FONT SIZE)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
BY: \_\_\_\_\_

TNR / 7 (FONT SIZE)

\*\*\*ALL FONTS IN TIMES NEW ROMAN (TNR) FONT STYLE AND ALL IN BOLD FONTS