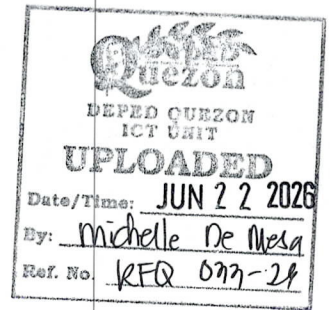




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



Bids and Awards Committee

RFQ No. 2026-06R-RFOG
 Date: JUNE 19, 2026

REQUEST FOR QUOTATION

The Department of Education-Division of Quezon, through its Bids and Awards Committee (BAC), intends to procure the **PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR Q2 OF FY 2026, LOT No. 1(Repost)** with an Approved Budget for the Contract of SIX HUNDRED THIRTEEN THOUSAND THREE HUNDRED NINETEEN PESOS & 75/100 ONLY (PhP613,319.75) through Section 34 Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before 10:00 AM of JUNE 23, 2026, subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

LORENA S. WALANGSUMBAT
 BAC Chairperson
 DepEd, Division of Quezon
 Talipan, Pagbilao, Quezon
 Telephone No. 042-7840366 loc 120
 Email: hilariona.coronado@deped.gov.ph

Interested suppliers shall also submit a copy of the following documents along with the quotation in a sealed envelope on or before the above specified deadline of submission of quotation:

- a. Valid Mayor's/Business Permit
- b. Philgeps Registration Number
- c. Notarized Omnibus Sworn Statement and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
- d. BIR Certificate of Registration (line of business shall be relevant to the kind of goods or services to be supplied)
- e. Income/Business Tax Return (for ABCs above P500k)
- f. DTI Registration Certificate or SEC Registration Certificate (whichever is applicable)
- g. Statement of Compliance to Technical Specifications



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Contact No.s: (042) 784-0366 | (042) 784-0164
 (042) 784-0391 | (042) 784-0321

E-mail Address: quezon@deped.gov.ph

Website: <https://quezon.deped.gov.ph>

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- h. JVA or the Duly Notarized Statement in accordance with Section 52.2 (a) of RA 12009 and its IRR, if applicable.

Head of the Procuring Entity (HoPE) of the DepEd-SDO-Quezon reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract in accordance with Section 70 of the IRR of RA No. 12009.

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.

For any clarification, you may contact the BAC Secretariat at 042-7840366 loc 120 or send an email to hilariona.coronado@deped.gov.ph.

You may also download the quotation form at www.quezon.deped.gov.ph.

By the Authority of the Bids and Awards Committee:

LORENA S. WALANGSUMBAT
BAC Chairperson



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

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APPROVED BUDGET FOR THE CONTRACT

Project Description: **PROCUREMENT OF COMMON USE SUPPLIES, MATERIALS AND EQUIPMENT FOR Q2 OF FY 2026, LOT No. 1**

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
LOT 1: OFFICE SUPPLIES AND OTHER MATERIALS					
1	bottle	EPSON INK 003 BLACK	42	303.00	12,726.00
2	bottle	EPSON INK 003 MAGENTA	15	308.40	4,626.00
3	bottle	EPSON INK 003 CYAN	15	308.40	4,626.00
4	bottle	EPSON INK 003 YELLOW	15	308.40	4,626.00
5	bottle	BROTHER INK D60 - BLACK	82	479.00	39,278.00
6	bottle	BROTHER INK BT 5000 MAGENTA	70	475.47	33,282.67
7	bottle	BROTHER INK BT 5000 CYAN	70	475.47	33,282.67
8	bottle	BROTHER INK 5000 (YELLOW)	70	475.47	33,282.67
9	packs	SPECIALTY PAPER 4A - VELLUM 120 GSM	25	32.07	801.67
10	pcs	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	15	103.08	1,546.20
11	pcs	BALLPEN BLACK - M7G OFFICE G.5	10	30.62	306.17
12	pcs	ROLLERBALL PENS - 1.0 BLUE	54	73.83	3,986.64
13	pcs	ROLLERBALL PENS - 1.0 BLACK	18	73.83	1,328.88
14	box	HIGHLIGHTER PEN ASSORTED COLOR	8	491.13	3,929.07
15	pcs	DESK ORGANIZER - 5 TIER WITH HOLDER, AND PEN HOLDERS	6	666.33	3,998.00
16	unit	METAL RACK ORGANIZER- 5 TIER ADJUSTABLE STORAGE SHELVING, HEAVY DUTY METAL STORAGE UTILITIES LL:70CM W:30CM H : 150CM	2	6,853.00	13,706.00
17	pcs	MULTI PURPOSE STORAGE BOX 70L- 70L CAPACITY, L:58.5CM W:42CM H:35, WITH LARCHING LEAD, TOP HANDLE AND WHEELS	6	768.00	4,608.00
18	pcs	SELF INKING STAMP (NAME, SIGNIFICANT, & INITIAL)- ASDS OFFICE	4	663.00	2,652.00
19	pcs	NAME PLATE (FOR ASDSS) - ACRYLIC, 3INCHES X 8INCHES	3	2,455.00	7,365.00
20	packs	EAR TAGS SIGN HERE	40	41.67	1,666.67



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Contact No.s: (042) 784-0366 | (042) 784-0164
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21	roll	JAPANESE CORD YARN - EMERALD GREEN	10	38.00	380.00
22	pc	RECEIVED DATE STAMP - WITH DATE STAMP	1	57.33	57.33
23	box	PLASTIC FASTENER LONG	3	140.00	420.00
24	pcs	BALLPEN GREEN 0.5	300	15.62	4,685.00
25	set	INK 003 (EPSON) - ALL COLORS (BLACK, MAGENTA, YELLOW, CYAN)	4	1,243.33	4,973.33
26	pc	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	25	101.42	2,535.42
27	pc	BALLPEN BLACK - G.5	40	15.62	624.67
28	pc	STORAGE BOX	100	330.33	33,033.33
29	pcs	EXPANDED FOLDER LONG PURPLE	70	16.78	1,174.83
30	pc	OFFICE CUTTER BIG	100	16.33	1,633.33
31	pc	STICKY NOTES	40	18.28	731.33
32	pcs	LONG FOLDER PINK	100	10.17	1,016.67
33	pcs	EXPANDED FOLDER LONG PINK	40	16.77	670.80
34	pcs	FOLDER LONG GREEN	70	10.17	711.67
35	pcs	FOLDER LONG RED	70	10.17	711.67
36	pcs	EXPANDED FOLDER LONG RED	70	18.12	1,268.17
37	bottle	EPSON 664 BLACK	10	313.83	3,138.33
38	pc	BALLPEN BLACK	170	10.05	1,708.50
39	pc	SIGN PEN 1.0, BLUE	2	58.80	117.60
40	pc	SIGN PEN 1.0, BLACK	9	58.80	529.20
41	pcs	GEL PEN GREEN X 12	36	31.45	1,132.32
42	pcs	BROWN ENVELOPE LONG	101	4.58	462.92
43	pcs	BROWN ENVELOPE A4 SIZE	100	4.92	491.67
44	pcs	SELF INKING NAME STAMP -(PERSONNEL OFFICE)	3	1,432.00	4,295.99
45	pc	SELF INKING STAMP (FACSIMILE) - (PERSONNEL OFFICE)	22	1,432.00	31,503.93
46	pcs	BALLPEN BLUE	10	7.80	78.00
47	pcs	FOLDER LONG WHITE	70	7.78	544.83
48	pcs	FOLDER GREEN LONG	70	10.17	711.67
49	pcs	TRODAT DATER	3	273.00	819.00
60	pc	GREEN STORAGE FILE BOX	50	475.27	23,763.33
61	pcs	GLUE STICK BIG	10	11.65	116.50
	box	RUBBER BAND SMALL	40	117.33	4,693.33
62					
63	pcs	GEL PEN PURPLE	2	19.10	38.20
64	pcs	MAGAZINE BOX GREEN	2	169.17	338.33



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65	pcs	STICKY NOTES STYLISH FILM INDEX (SIGN HERE) EAR TAB	73	39.00	2,847.00
66	p cs	EXPANDED FOLDER BLUE	70	16.28	1,139.83
67	pcs	EXPANDED FOLDER LONG GREEN	70	16.62	1,163.17
68	pcs	EXPANDED FOLDER LONG YELLOW	70	17.95	1,256.50
69	pcs	FOLDER LONG BROWN	100	9.28	928.33
70	pcs	EXPANDED FOLDER LONG BROWN	100	15.45	1,545.00
71	pc	UNI-BALL GEL IMPACT 1.0MM BLACK	24	117.33	2,816.00
72	pc	UNI-BALL GEL IMPACT 1.0MM BLUE	24	117.33	2,816.00
73	pc	HI -TECPOINT V10 GRIP SIGNPEN 1.0MM	19	84.17	1,599.17
74	pcs	GLUE GUN (HEAVY DUTY) BRAND: TOLSEN 20 WATTS, 220-250V -50HZ	1	263.33	263.33
75	pack	GLUE STICK SIZE: 7.0 - 7.5MM	2	94.00	187.99
76	pcs	ARCH FILE A4 BLUE PORTRAIT	30	138.58	4,157.50
77	pcs	STAPLER 35MM WITH REMOVER	56	182.10	10,197.60
78	ream	WHITE FOLDER LONG	56	262.83	14,718.67
79	box	UNIBALL GEL IMPACT SIGN PEN (BLUE) 1.0MM	1	992.23	992.23
80	pc	BOOK END STOPPER	5	118.85	594.25
81	pc	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	21	105.92	2,224.25
82	box	PILOT BALLPEN PURPLE	1	213.33	213.33
83	pc	STAPLER (MAX)	2	335.57	671.13
84	pack	BROWN ENVELOPE LONG	1	82.92	82.92
85	pc	UNI BALL SIGN PEN (SEE ATTACHED PICTURE)	12	116.57	1,398.80
86	box	BALLPEN (0.7MM 12PCS)	5	96.27	481.33
87	box	BALLPEN PURPLE	2	215.00	430.00
88	pc	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	36	115.90	4,172.40
89	pack	SPECIALTY PAPER 180 GSM	112	36.50	4,088.00
90	pack	EMBOSSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	60	87.00	5,220.00
91	box	BALLPEN BLACK - DONG A0.5	2	309.37	618.73
92	pcs	ARCH FILE A4 BLUE PORTRAIT	30	126.47	3,794.00
93	pcs	STORAGE BOX	100	330.33	33,033.33



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94	pc	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	35	101.92	3,567.08
95	set	PRINTER INK (SET, 057)	5	3,404.86	17,024.32
96	pack	EAR TAGS SIGN HERE	10	40.33	403.33
97	roll	JAPANESE CORD YARN - EMERALD GREEN	15	47.00	705.00
98	pcs	BALLPEN GREEN 0.5 MG OFFICE	600	16.45	9,870.00
99	roll	PLASTIC COVER (ROLL)	20	904.40	18,088.00
100	pc	STANDARD MOUSE PAD	6	129.07	774.40
101	pcs	COMPUTER MOUSE	6	150.16	900.96
102	pcs	SIGN PEN GEL (1.0MM BLUE)	3	57.49	172.48
103	pc	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	35	108.58	3,800.42
104	pcs	EXPANDED FOLDER LONG ORANGE	70	16.76	1,172.97
105	packs	EMBOSSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	30	78.98	2,369.50
106	pcs	WHITEBOARD MARKER	12	61.02	732.20
107	pack	PARCHMENT PAPER	50	45.83	2,291.67
108	piece	FOLDER PRESSBOARD	300	16.44	4,931.00
109	pcs	EXPANDABLE FOLDER	40	22.16	886.20
110	box	INDEX CARD (3X5)	30	42.98	1,289.50
111	pack	SPECIALTY PAPER 4A - VELLUM 120 GSM	30	37.67	1,130.00
112	Box	Folder Pressboard Legal Size - Kraft (Dark Green)	1	1,241.65	1,241.65
113	pack	Specialty Paper, Long (see attached picture)	15	54.00	810.00
114	ream	Specialty Paper, Short (see attached picture)	15	354.67	5,320.00
115	pack	Yarn	2	22.33	44.67
116	PIECE	SIGN PEN, Extra Fine Tip, Black	153	44.87	6,864.60
117	PIECE	SIGN PEN, Fine Tip, Black	84	40.52	3,403.96
118	PIECE	SIGN PEN, Medium Tip, Black	102	39.79	4,058.92
119	PIECE	SIGN PEN, Extra Fine Tip, Blue	110	44.49	4,893.53
120	PIECE	SIGN PEN, Fine Tip, Blue	48	40.79	1,957.76
121	PIECE	SIGN PEN, Medium Tip, Blue	72	39.69	2,857.44
122	PIECE	STAPLER, standard type	21	133.92	2,812.32
123	PIECE	STAPLE WIRE, standard	119	35.05	4,170.95
124	ROLL	TAPE, transparent, 48 mm	141	46.52	6,558.85
125	BOTTLE	GLUE, all-purpose	33	51.28	1,692.35
126	pcs	EXTENSION CORD	11	513.00	5,643.00
127	pcs	EXTENSION CORD SET WITH INDIVIDUAL SWITCH 6-GANG 10A - WED-360-PK	6	966.58	5,799.50



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128	set	HIGH QUALITY CHARGER (4SLOTS) 100-240V WITH 4 RECHARGEABLE BATTERY (AA) 2000 MAH	1	2,421.33	2,421.33
129	pc	HIGH QUALITY RECHARGEABLE BATTERY (AA) 2000 MAH	2	240.25	480.51
130	pack	GARBAGE BAG LARGE (BLACK, GREEN, YELLOW)	3	431.67	1,295.00
131	pcs	GARBAGE BAG XXL (BLACK, GREEN, YELLOW)	3	524.67	1,574.00
132	pcs	AUTOMATIC DATE STAMP	3	156.33	469.00
133	pcs	ACRYLIC A4 STORAGE BOX BOOK MAGAZINE PUNCH-FREE WALL FINISHING BOX FACTORY WORKSHOP FOLDER WALL RACK	3	353.33	1,060.00
134	unit	EXTENSION WIRE (WHEELED, 10 METERS)	2	754.58	1,509.17
135	pack	RECHARGEABLE BATTERY (AA)	5	116.87	584.33
136	pack	RECHARGEABLE BATTERY (AAA)	5	177.20	886.00
137	pcs	TABLE PEN WITH HOLDER, BLACK INK (SEE ATTACHED PICTURE)	20	36.33	726.67
138	pc	RECHARGEABLE BATTERY WITH CHARGER, SIZE AA	1	1,206.00	1,206.00
139	set	RECHARGEABLE BATTERY WITH CHARGER, SIZE AAA	1	989.67	989.67
140	set	RECHARGEABLE BATTERY, SIZE AA	2	297.67	595.33
141	pack	RECHARGEABLE BATTERY, SIZE AAA	2	362.67	725.33
142	packs	TRASHBAG GREEN (MEDIUM)	2	47.33	94.67
143	pack	TRASHBAG YELLOW (MEDIUM)	2	32.00	64.00
144	pack	TRASHBAG BLACK (MEDIUM)	2	32.33	64.67
145	pcs	3 PIN PLUG ADAPTOR	5	234.13	1,170.67
146	spindle	DVD RW 4.7gb by 10"s per spindle	1	425.42	425.42
147	PIECE	MOP BUCKET	4	1,502.33	6,009.33
148	PACK	TRASHBAG, XXL size	82	76.83	6,300.33
149	PACK	TRASHBAG, Large size	105	61.50	6,457.50
150	PACK	TRASHBAG, XL size	98	57.00	5,586.00
TOTAL LOT 1					613,319.75



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INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.
- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations, including documentary requirements, received after the deadline shall not be accepted.
- (5) All documents must be prepared in two (2) sets of copies; original copy and copy 1, shall be signed by the authorized signatory on all pages, shall have ear tags for easy identification, and shall be fastened or comb-bound to avoid missing of pages.



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TERMS AND CONDITIONS

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **FORTY-FIVE (45) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the **Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation**, the DepEd-SDO-Quezon shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the DepEd-SDO Quezon. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Sales Invoice, Delivery Receipt and/or Billing statement, by the supplier, contractor, or consultant. Our Government Servicing Bank, *i.e.*, the Land Bank of the Philippines, shall credit the amount due to the identified bank account of the supplier, contractor, or consultant **not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours**, upon receipt of our advice. Please note that the **corresponding bank transfer fee, if any, shall be chargeable to the account of the supplier, contractor, or consultant.**
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The DepEd-SDO-Quezon may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement project/s shall be deemed to form part of the contract.



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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 instructions and 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
LOT 1: OFFICE SUPPLIES AND OTHER MATERIALS					
1	bottle	EPSON INK 003 BLACK	42		
2	bottle	EPSON INK 003 MAGENTA	15		
3	bottle	EPSON INK 003 CYAN	15		
4	bottle	EPSON INK 003 YELLOW	15		
5	bottle	BROTHER INK D60 - BLACK	82		
6	bottle	BROTHER INK BT 5000 MAGENTA	70		
7	bottle	BROTHER INK BT 5000 CYAN	70		
8	bottle	BROTHER INK 5000 (YELLOW)	70		
9	packs	SPECIALTY PAPER 4A - VELLUM 120 GSM	25		
10	pcs	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	15		
11	pcs	BALLPEN BLACK - G.5	10		
12	pcs	ROLLERBALL PENS - 1.0 BLUE	54		
13	pcs	ROLLERBALL PENS - 1.0 BLACK	18		
14	box	HIGHLIGHTER PEN ASSORTED COLOR	8		
15	pcs	DESK ORGANIZER - 5 TIER WITH HOLDER, AND PEN HOLDERS	6		



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

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16	unit	METAL RACK ORGANIZER- 5 TIER ADJUSTABLE STORAGE SHELVING, HEAVY DUTY METAL STORAGE UTILITIES LL:70CM W:30CM H : 150CM	2		
17	pcs	MULTI PURPOSE STORAGE BOX 70L- 70L CAPACITY, L;;58.5CM W:42CM H:35, WITH LARCHING LEAD, TOP HANDLE AND WHEELS	6		
18	pcs	SELF INKING STAMP (NAME, SIGNIFICANT, & INITIAL)- ASDS OFFICE	4		
19	pcs	NAME PLATE (FOR ASDSS) - ACRYLIC, 3INCHES X 8INCHES	3		
20	packs	EAR TAGS SIGN HERE	40		
21	roll	JAPANESE CORD YARN - EMERALD GREEN	10		
22	pc	RECEIVED DATE STAMP - WITH DATE STAMP	1		
23	box	PLASTIC FASTENER LONG: BRAND JOY	3		
24	pcs	BALLPEN GREEN 0.5	300		
25	set	INK 003 (EPSON) - ALL COLORS (BLACK, MAGENTA, YELLOW, CYAN)	4		
26	pc	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	25		
27	pc	BALLPEN BLACK - G.5	40		
28	pc	STORAGE BOX	100		
29	pcs	EXPANDED FOLDER LONG PURPLE	70		
30	pc	OFFICE CUTTER BIG	100		
31	pc	STICKY NOTES	40		
32	pcs	LONG FOLDER PINK	100		
33	pcs	EXPANDED FOLDER LONG PINK	40		
34	pcs	FOLDER LONG GREEN	70		
35	pcs	FOLDER LONG RED	70		
36	pcs	EXPANDED FOLDER LONG RED	70		
37	bottle	EPSON 664 BLACK	10		
38	pc	BALLPEN BLACK	170		
39	pc	SIGN PEN 1.0, BLUE	2		
40	pc	SIGN PEN 1.0, BLACK	9		
41	pcs	GEL PEN GREEN X 12	36		
42	pcs	BROWN ENVELOPE LONG	101		
43	pcs	BROWN ENVELOPE A4 SIZE	100		
44	pcs	SELF INKING NAME STAMP -(PERSONNEL OFFICE)	3		



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45	pc	SELF INKING STAMP (FACSIMILE) - (PERSONNEL OFFICE)	22		
46	pcs	BALLPEN BLUE	10		
47	pcs	FOLDER LONG WHITE	70		
48	pcs	FOLDER GREEN LONG	70		
49	pcs	TRODAT DATER	3		
60	pc	GREEN STORAGE FILE BOX	50		
61	pcs	GLUE STICK BIG (PANDIKIT/PASTE)	10		
62	box	RUBBER BAND SMALL	40		
63	pcs	GEL PEN PURPLE	2		
64	unit	MAGAZINE BOX GREEN	2		
65	pcs	STICKY NOTES STYLISH FILM INDEX (SIGN HERE) EAR TAB	73		
66	pcs	EXPANDED FOLDER BLUE	70		
67	pcs	EXPANDED FOLDER LONG GREEN	70		
68	pcs	EXPANDED FOLDER LONG YELLOW	70		
69	pcs	FOLDER LONG BROWN	100		
70	pcs	EXPANDED FOLDER LONG BROWN	100		
71	pc	UNI-BALL GEL IMPACT 1.0MM BLACK	24		
72	pc	UNI-BALL GEL IMPACT 1.0MM BLUE	24		
73	pc	HI -TECPOINT V10 GRIP SIGNPEN 1.0MM	19		
74	pcs	GLUE GUN (HEAVY DUTY) BRAND: TOLSEN 20 WATTS, 220-250V -50HZ	1		
75	pack	GLUE STICK SIZE: 7.0 - 7.5MM	2		
76	pcs	ARCH FILE A4 BLUE PORTRAIT	30		
77	pcs	STAPLER 35MM WITH REMOVER	56		
78	ream	WHITE FOLDER LONG	56		
79	box	UNIBALL GEL IMPACT SIGN PEN (BLUE) 1.0MM	1		
80	pc	BOOK END STOPPER	5		
81	pc	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	21		
82	box	PILOT BALLPEN PURPLE	1		
83	pc	STAPLER (MAX)	2		
84	pack	BROWN ENVELOPE LONG	1		
85	pc	UNI BALL SIGN PEN (SEE ATTACHED PICTURE)	12		
86	box	BALLPEN (0.7MM 12PCS)	5		
87	box	PILOT BALLPEN PURPLE	2		
88	pc	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	36		
89	pack	SPECIALTY PAPER 180 GSM	112		



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90	pack	EMBOSSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	60		
91	box	BALLPEN BLACK - A0.5	2		
92	pcs	ARCH FILE A4 BLUE PORTRAIT	30		
93	pcs	STORAGE BOX	100		
94	pc	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	35		
95	set	PRINTER INK (SET, 057)	5		
96	pack	EAR TAGS SIGN HERE	10		
97	roll	JAPANESE CORD YARN - EMERALD GREEN	15		
98	pcs	BALLPEN GREEN 0.5	600		
99	roll	PLASTIC COVER (ROLL)	20		
100	pc	STANDARD MOUSE PAD	6		
101	pcs	COMPUTER MOUSE	6		
102	pcs	SIGN PEN GEL (1.0MM BLUE)	3		
103	pc	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	35		
104	pcs	EXPANDED FOLDER LONG ORANGE	70		
105	packs	EMBOSSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	30		
106	pcs	WHITEBOARD MARKER	12		
107	pack	PARCHMENT PAPER	50		
108	piece	FOLDER PRESSBOARD	300		
109	pcs	EXPANDABLE FOLDER	40		
110	box	INDEX CARD (3X5)	30		
111	pack	SPECIALTY PAPER 4A - VELLUM 120 GSM	30		
112	Box	Folder Pressboard Legal Size - Kraft (Dark Green)	1		
113	pack	Specialty Paper, Long (see attached picture)	15		
114	ream	Specialty Paper, Short (see attached picture)	15		
115	pack	Yarn	2		
116	PIECE	SIGN PEN, Extra Fine Tip, Black	153		
117	PIECE	SIGN PEN, Fine Tip, Black	84		
118	PIECE	SIGN PEN, Medium Tip, Black	102		
119	PIECE	SIGN PEN, Extra Fine Tip, Blue	110		
120	PIECE	SIGN PEN, Fine Tip, Blue	48		
121	PIECE	SIGN PEN, Medium Tip, Blue	72		
122	PIECE	STAPLER, standard type	21		
123	PIECE	STAPLE WIRE, standard	119		
124	ROLL	TAPE, transparent, 48 mm	141		



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125	BOTTLE	GLUE, all-purpose	33		
126	pc	EXTENSION CORD	11		
127	pc	EXTENSION CORD SET WITH INDIVIDUAL SWITCH 6-GANG 10A - WED-360-PK	6		
128	set	HIGH QUALITY CHARGER (4SLOTS) 100-240V WITH 4 RECHARGEABLE BATTERY (AA) 2000 MAH	1		
129	pc	HIGH QUALITY RECHARGEABLE BATTERY (AA) 2000 MAH	2		
130	pack	GARBAGE BAG LARGE (BLACK, GREEN, YELLOW)	3		
131	pcs	GARBAGE BAG XXL (BLACK, GREEN, YELLOW)	3		
132	pc	AUTOMATIC DATE STAMP	3		
133	pc	ACRYLIC A4 STORAGE BOX BOOK MAGAZINE PUNCH-FREE WALL FINISHING BOX FACTORY WORKSHOP FOLDER WALL RACK	3		
134	unit	EXTENSION WIRE (WHEELED, 10 METERS)	2		
135	pack	RECHARGEABLE BATTERY (AA)	5		
136	pack	RECHARGEABLE BATTERY (AAA)	5		
137	pc	TABLE PEN WITH HOLDER, BLACK INK (SEE ATTACHED PICTURE)	20		
138	pc	RECHARGEABLE BATTERY WITH CHARGER, SIZE AA	1		
139	set	RECHARGEABLE BATTERY WITH CHARGER, SIZE AAA	1		
140	set	RECHARGEABLE BATTERY, SIZE AA	2		
141	pack	RECHARGEABLE BATTERY, SIZE AAA	2		
142	packs	TRASHBAG GREEN (MEDIUM)	2		
143	pack	TRASHBAG YELLOW (MEDIUM)	2		
144	pack	TRASHBAG BLACK (MEDIUM)	2		
145	pcs	3 PIN PLUG ADAPTOR	5		
146	spindle	DVD RW 4.7gb by 10"s per spindle	1		
147	PIECE	MOP BUCKET	4		
148	PACK	TRASHBAG, XXL size	82		
149	PACK	TRASHBAG, Large size	105		
150	PACK	TRASHBAG, XL size	98		



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			TOTAL LOT 1			
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TOTAL AMOUNT IN WORDS

Signature Over Printed Name of Bidder



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

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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 Description	Unit	Quantity	Bidder's Statement of Compliance
	LOT 1: OFFICE SUPPLIES AND OTHER MATERIALS			
1	EPSON INK 003 BLACK	bottle	42	
2	EPSON INK 003 MAGENTA	bottle	15	
3	EPSON INK 003 CYAN	bottle	15	
4	EPSON INK 003 YELLOW	bottle	15	
5	BROTHER INK D60 - BLACK	bottle	82	
6	BROTHER INK BT 5000 MAGENTA	bottle	70	
7	BROTHER INK BT 5000 CYAN	bottle	70	
8	BROTHER INK 5000 (YELLOW)	bottle	70	
9	SPECIALTY PAPER 4A - VELLUM 120 GSM	packs	25	
10	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	pcs	15	
11	BALLPEN BLACK - G.5	pcs	10	
12	ROLLERBALL PENS - 1.0 BLUE	pcs	54	
13	ROLLERBALL PENS - 1.0 BLACK	pcs	18	
14	HIGHLIGHTER PEN ASSORTED COLOR	box	8	
15	DESK ORGANIZER - 5 TIER WITH HOLDER, AND PEN HOLDERS	pcs	6	
16	METAL RACK ORGANIZER- 5 TIER ADJUSTABLE STORAGE SHELVING, HEAVY DUTY METAL STORAGE UTILITIES LL:70CM W:30CM H : 150CM	unit	2	
17	MULTI PURPOSE STORAGE BOX 70L- 70L CAPACITY, L;;58.5CM W:42CM H:35, WITH LARCHING LEAD, TOP HANDLE AND WHEELS	pcs	6	



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18	SELF INKING STAMP (NAME, SIGNIFICANT, & INITIAL)- ASDS OFFICE	pcs	4	
19	NAME PLATE (FOR ASDSS) - ACRYLIC, 3INCHES X 8INCHES	pcs	3	
20	EAR TAGS SIGN HERE	packs	40	
21	JAPANESE CORD YARN - EMERALD GREEN	roll	10	
22	RECEIVED DATE STAMP - WITH DATE STAMP	pc	1	
23	PLASTIC FASTENER LONG: BRAND JOY	box	3	
24	BALLPEN GREEN 0.5	pcs	300	
25	INK 003 (EPSON) - ALL COLORS (BLACK, MAGENTA, YELLOW, CYAN)	set	4	
26	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	pc	25	
27	BALLPEN BLACK - G.5	pc	40	
28	STORAGE BOX	pc	100	
29	EXPANDED FOLDER LONG PURPLE	pcs	70	
30	OFFICE CUTTER BIG	pc	100	
31	STICKY NOTES	pc	40	
32	LONG FOLDER PINK	pcs	100	
33	EXPANDED FOLDER LONG PINK	pcs	40	
34	FOLDER LONG GREEN	pcs	70	
35	FOLDER LONG RED	pcs	70	
36	EXPANDED FOLDER LONG RED	pcs	70	
37	EPSON 664 BLACK	bottle	10	
38	BALLPEN BLACK	pc	170	
39	SIGN PEN 1.0, BLUE	pc	2	
40	SIGN PEN 1.0, BLACK	pc	9	
41	GEL PEN GREEN X 12	pcs	36	
42	BROWN ENVELOPE LONG	pcs	101	
43	BROWN ENVELOPE A4 SIZE	pcs	100	
44	SELF INKING NAME STAMP - (PERSONNEL OFFICE)	pcs	3	
45	SELF INKING STAMP (FACSIMILE) - (PERSONNEL OFFICE)	pc	22	
46	BALLPEN BLUE	pcs	10	
47	FOLDER LONG WHITE	pcs	70	
48	FOLDER GREEN LONG	pcs	70	
49	TRODAT DATER	pcs	3	
60	GREEN STORAGE FILE BOX	pc	50	
61	GLUE STICK BIG (PANDIKIT/PASTE)	pcs	10	



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62	RUBBER BAND SMALL	box	40	
63	GEL PEN PURPLE	pcs	2	
64	MAGAZINE BOX GREEN	unit	2	
65	STICKY NOTES STYLISH FILM INDEX (SIGN HERE) EAR TAB	pcs	73	
66	EXPANDED FOLDER BLUE	pcs	70	
67	EXPANDED FOLDER LONG GREEN	pcs	70	
68	EXPANDED FOLDER LONG YELLOW	pcs	70	
69	FOLDER LONG BROWN	pcs	100	
70	EXPANDED FOLDER LONG BROWN	pcs	100	
71	UNI-BALL GEL IMPACT 1.0MM BLACK	pc	24	
72	UNI-BALL GEL IMPACT 1.0MM BLUE	pc	24	
73	PILOT HI -TECPOINT V10 GRIP SIGNPEN 1.0MM	pc	19	
74	GLUE GUN (HEAVY DUTY) BRAND: TOLSEN 20 WATTS, 220-250V -50HZ	pcs	1	
75	GLUE STICK SIZE: 7.0 - 7.5MM	pack	2	
76	ARCH FILE A4 BLUE PORTRAIT	pcs	30	
77	STAPLER 35MM WITH REMOVER	pcs	56	
78	WHITE FOLDER LONG	ream	56	
79	UNIBALL GEL IMPACT SIGN PEN (BLUE) 1.0MM	box	1	
80	BOOK END STOPPER	pc	5	
81	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	pc	21	
82	PILOT BALLPEN PURPLE	box	1	
83	STAPLER (MAX)	pc	2	
84	BROWN ENVELOPE LONG	pack	1	
85	UNI BALL SIGN PEN (SEE ATTACHED PICTURE)	pc	12	
86	BALLPEN (0.7MM 12PCS)	box	5	
87	PILOT BALLPEN PURPLE	box	2	
88	UNI-BALL GEL IMPACT BALLPEN (BLUE) 1.0MM	pc	36	
89	SPECIALTY PAPER 180 GSM	pack	112	
90	EMBOSSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	pack	60	
91	BALLPEN BLACK - DONG A0.5	box	2	
92	ARCH FILE A4 BLUE PORTRAIT	pcs	30	
93	STORAGE BOX	pcs	100	
94	SIGN PEN UNI PIN - UNI PIN FINE LINE 0.5	pc	35	



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95	PRINTER INK (SET, 057)	set	5	
96	EAR TAGS SIGN HERE	pack	10	
97	JAPANESE CORD YARN - EMERALD GREEN	roll	15	
98	BALLPEN GREEN 0.5 MG OFFICE	pcs	600	
99	PLASTIC COVER (ROLL)	roll	20	
100	STANDARD MOUSE PAD	pc	6	
101	COMPUTER MOUSE	pcs	6	
102	SIGN PEN GEL (1.0MM BLUE)	pcs	3	
103	SIGN PEN UNIT PIN - UNIT PIN FINE LINE 0.5	pc	35	
104	EXPANDED FOLDER LONG ORANGE	pcs	70	
105	EMBOSSED PAPER LINEN 120 GSM (CREAM) - SIZE A4	packs	30	
106	WHITEBOARD MARKER	pcs	12	
107	PARCHMENT PAPER	pack	50	
108	FOLDER PRESSBOARD	piece	300	
109	EXPANDABLE FOLDER	pcs	40	
110	INDEX CARD (3X5)	box	30	
111	SPECIALTY PAPER 4A - VELLUM 120 GSM	pack	30	
112	Folder Pressboard Legal Size - Kraft (Dark Green)	Box	1	
113	Specialty Paper, Long (see attached picture)	pack	15	
114	Specialty Paper, Short (see attached picture)	ream	15	
115	Yarn	pack	2	
116	SIGN PEN, Extra Fine Tip, Black	PIECE	153	
117	SIGN PEN, Fine Tip, Black	PIECE	84	
118	SIGN PEN, Medium Tip, Black	PIECE	102	
119	SIGN PEN, Extra Fine Tip, Blue	PIECE	110	
120	SIGN PEN, Fine Tip, Blue	PIECE	48	
121	SIGN PEN, Medium Tip, Blue	PIECE	72	
122	STAPLER, standard type	PIECE	21	
123	STAPLE WIRE, standard	PIECE	119	
124	TAPE, transparent, 48 mm	ROLL	141	
125	GLUE, all-purpose	BOTTLE	33	
126	EXTENSION CORD	pc	11	
127	EXTENSION CORD SET WITH INDIVIDUAL SWITCH 6-GANG 10A - WED-360-PK	pc	6	
128	HIGH QUALITY CHARGER (4SLOTS) 100-240V WITH 4 RECHARGEABLE BATTERY	set	1	



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	(AA) 2000 MAH			
129	HIGH QUALITY RECHARGEABLE BATTERY (AA) 2000 MAH	pc	2	
130	GARBAGE BAG LARGE (BLACK, GREEN, YELLOW)	pack	3	
131	GARBAGE BAG XXL (BLACK, GREEN, YELLOW)	pcs	3	
132	AUTOMATIC DATE STAMP	pc	3	
133	ACRYLIC A4 STORAGE BOX BOOK MAGAZINE PUNCH-FREE WALL FINISHING BOX FACTORY WORKSHOP FOLDER WALL RACK	pc	3	
134	EXTENSION WIRE (WHEELED, 10 METERS)	unit	2	
135	RECHARGABLE BATTERY (AA)	pack	5	
136	RECHARGABLE BATTERY (AAA)	pack	5	
137	TABLE PEN WITH HOLDER, BLACK INK (SEE ATTACHED PICTURE)	pc	20	
138	RECHARGEABLE BATTERY WITH CHARGER, SIZE AA	pc	1	
139	RECHARGEABLE BATTERY WITH CHARGER, SIZE AAA	set	1	
140	RECHARGEABLE BATTERY, SIZE AA	set	2	
141	RECHARGEABLE BATTERY, SIZE AAA	pack	2	
142	TRASHBAG GREEN (MEDIUM)	packs	2	
143	TRASHBAG YELLOW (MEDIUM)	pack	2	
144	TRASHBAG BLACK (MEDIUM)	pack	2	
145	3 PIN PLUG ADAPTOR	pcs	5	
146	DVD RW 4.7gb by 10"s per spindle	spindle	1	
147	MOP BUCKET	PIECE	4	
148	TRASHBAG, XXL size	PACK	82	
149	TRASHBAG, Large size	PACK	105	
150	TRASHBAG, XL size	PACK	98	

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

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