



Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

|                           |                           |                            |                           |
|---------------------------|---------------------------|----------------------------|---------------------------|
| Name of Procuring Entity: | EL SALVADOR CITY DIVISION | Purchase Request (PR) No.: | 2025-07-0103              |
| Revised on:               |                           | Date:                      |                           |
|                           |                           | Control No.:               | 2025-07-0108              |
| Standard Form/Title:      | REQUEST FOR QUOTATION     | End-User:                  | El Salvador City Division |
| COMPANY NAME:             |                           |                            |                           |
| ADDRESS:                  |                           |                            |                           |
| TEL NO./EMAIL:            |                           |                            |                           |
| TIN No.:                  |                           |                            |                           |

Please quote your lowest price for the package described below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **9:00 A.M.** of \_\_\_\_\_ in the return envelope attached herewith.

### TERMS and CONDITIONS:

All entries must be typewritten or legibly written.

**Business Permit and PhilGEPS Registration Certificate** shall be attached upon submission of the quotation. For the procurement of Medicines if the interested supplier is not the manufacturer, certification from the manufacturer that the supplier is an authorized distributor/ dealer of the products/items.

Bidders shall submit original brochures showing certifications of the package, if applicable

Agency may proceed with procurement upon receipt of three (3) quotation.

Free delivery.

  
**CONNIEBEL C. NISTAL, Ph.D.**  
BAC Chairperson

| Item No.                  | ITEMS & DESCRIPTION    | UNIT | QTY                   | UNIT COST | PRICE QUOTATION |
|---------------------------|------------------------|------|-----------------------|-----------|-----------------|
| 1                         | Bond Paper, A4, 80 GSM | Ream | 45                    | 51,111.00 |                 |
|                           | Bond Paper, A4, 70 GSM | Ream | 132                   |           |                 |
| TOTAL ABC: Php. 51,111.00 |                        |      | TOTAL QUOTATION: Php. |           |                 |

\*refer to Technical Specifications for details (please see attached)

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above.

\_\_\_\_\_  
(Signature over Printed Name of the Proprietor  
/ Manager)

\_\_\_\_\_  
Date Signed

#### Additional Instructions:

- After writing your bids/quotations, kindly write your name with your position and affix your signature in this RFQ.
  - Prices that are incorrectly entered must be crossed out and initialed. The use of correction fluid or tape is discouraged.  
Php-1,505.00
  - Kindly insert/enclose this accomplished RFQ in the given envelope. Seal and staple the envelope, then affix your signature across the envelope fold.
  - Only sealed envelopes with signatures printed across the fold will be included/considered in the evaluation/opening of bids/RFQ.
- Thank you very much.



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

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Forging Partners

