



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.: 2025-08-0110
Revised on: _____	Date: _____ Control No.: 2025-08-0110
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	Ballpen	Pc	200	61,642.50	
	Plastic envelope with handle	Pc	200		
	Crayons 16s	Box	200		
	Scissors	Pc	200		
	Sharpener	Pc	200		
	Pencil	Box	20		
	Steno Notebook	Pc	400		
	Yellow Paper	Pad	115		
TOTAL ABC: Php. 61,642.50			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



Address: Zone 3, Poblacion, El Salvador City
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Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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