



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region IX, Zamboanga Peninsula  
**DIVISION OF ZAMBOANGA DEL NORTE**  
 Dipolog City

**PURCHASE REQUEST**

**COMMON SUPPLIES NOT AVAILABLE AT PROCUREMENT SERVICE - DBM:**

Department:		Department of Education [DepEd]		PR No:	2020-11-0335	Date:	11/13/2020
Section / Office:		SUPPLY OFFICE		SAI No:			
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost		
1	PIECE	NOTE PAD, STICKY NOTES,	25	70.00	1,750.00		
2	REAM	BONDPAPER, LEGAL, 80GSM	490	300.00	147,000.00		
3	REAM	BONDPAPER, A4, 80GSM	386	280.00	108,080.00		
4	PIECE	RECORD BOOK 300 PAGES	70	85.00	5,950.00		
5	PIECE	RECORD BOOK 500 PAGES	8	95.00	760.00		
6	BOX	STAPLE WIRE, STANDARD, (26/6)	66	45.00	2,970.00		
7	ROLL	MASKING TAPE, WIDTH: 24MM (1")	43	60.00	2,580.00		
8	ROLL	PACKAGING TAPE, WIDTH: 48MM (2")	44	100.00	4,400.00		
9	ROLL	TRANSPARENT TAPE, WIDTH: 24MM (1")	43	80.00	3,440.00		
10	ROLL	CORRECTION TAPE, film base type.	160	50.00	8,000.00		
11	BOX	BINDER CLIP, 50MM	40	120.00	4,800.00		
12	PIECE	DATA FILE FOLDER, MADE OF CHIPBOARD	62	200.00	12,400.00		
13	PIECE	ENVELOPE, DOCUMENTARY, FOR A4 SIZE DOCUMENT	1000	5.00	5,000.00		
14	PIECE	ENVELOPE, DOCUMENTARY, FOR LEGAL SIZE DOCUMENT	1500	8.00	12,000.00		
15	PIECE	EXPANDED ENVELOPE, KRAFTBOARD, LEGAL	700	20.00	14,000.00		
16	BOX	PAPER FASTENER, METAL	17	40.00	680.00		
17	PC	FOLDER FOR LEGAL SIZE DOCUMENTS	800	8.50	6,800.00		
18	BOX	FOLDER, LEGAL, EXPANDING	160	18.00	2,880.00		
19	PIECE	MARKER, PERMANENT, BLACK	124	45.00	5,580.00		
20	PIECE	MARKER, PERMANENT, BLUE	15	45.00	675.00		
21	BOX	PAPER CLIP, VINYL/PLASTIC COAT, 50MM	37	150.00	5,550.00		
22	PIECE	PENCIL, LEAD, W/ ERASER, WOOD CASED, HB	216	12.00	2,592.00		
23	PIECE	STAMP PAD, FELT, BED DIMENSION: 60MM X 100MM MIN	3	60.00	180.00		
24	PIECE	CALCULATOR	3	500.00	1,500.00		
25	PIECE	CLEARBOOK, 20 TRANSPARENT POCKETS FOR LEGAL SIZE	22	90.00	1,980.00		
26	PIECE	SIGN PEN, BLACK, LIQUID/GEL INK, 0.8MM NEEDLE TIP	138	30.00	4,140.00		
27	PIECE	SIGN PEN, BLUE, LIQUID/GEL INK, 0.8MM NEEDLE TIP	141	30.00	4,230.00		
28	PIECE	SIGN PEN, RED, LIQUID/GEL INK, 0.8MM NEEDLE TIP	50	30.00	1,500.00		
29	PIECE	FINGERTIP WAX	5	65.00	325.00		
30	PIECE	BALLPEN BLACK	204	8.00	1,632.00		
31	PIECE	BALLPEN BLUE	160	8.00	1,280.00		
32	ROLL	DOUBLE SIDED TAPE 2"	19	50.00	950.00		
33	PIECE	HIGHLIGHTER, YELLOW(3), NEON GREEN (5)	8	50.00	400.00		
34	BOX	PAPER FASTENER, PLASTIC	33	45.00	1,485.00		
35	BOX	PAPER FASTENER, PLASTIC, LONG	15	120.00	1,800.00		
36	PIECE	SCISSOR, HEAVY DUTY	12	200.00	2,400.00		
37	PACK	STICKER PAPER GLOSSY	21	85.00	1,785.00		
38	BOX	PAPER FASTENER, PLASTIC	33	45.00	1,485.00		
39	BOX	PAPER FASTENER, PLASTIC, LONG	15	120.00	1,800.00		
40	PIECE	SCISSOR, HEAVY DUTY	12	200.00	2,400.00		
41	PACK	STICKER PAPER GLOSSY	30	100.00	3,000.00		
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**THREE HUNDRED NINETY-TWO THOUSAND ONE HUNDRED FIFTY-NINE PESOS 392,159.00**

PURPOSE: PPMP 4TH QUARTER 2020 (CONSUMABLES)

Requested by:		Approved by:	
Signature:		<i>[Signature]</i>	
Printed Name:	LEONIDO A. PAMPILO JR	MA. LIZA R. TABILON, CESO V	
Designation:	Officer in Charge - Supply	Schools Division Superintendent	
Date:		<i>[Signature]</i>	

*MDS-MODE  
LPOAP-ADR*



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
DIVISION OF ZAMBOANGA DEL NORTE  
Dipolog City 7100

INVITATION TO BID / REQUEST FOR QUOTATION

NOTICE TO THE PUBLIC

Notice is hereby served that sealed bids/quotations will be received at the Division of Zamboanga del Norte, Dipolog City until \_\_\_\_\_ and then publicly opened, for furnishing this Office and the articles served listed hereunder, subject however, to the "Term and Conditions" Printed at the back hereof.

  
JUDITH V. ROMAGUERA, CESE  
BAC CHAIRPERSON

Item No.	Unit	DESCRIPTION OF ARTICLES	Quantity	Unit Price	Total
1	PIECE	NOTE PAD, STICKY NOTES,	25		
2	REAM	BONDPAPER, LEGAL, 80GSM	490		
3	REAM	BONDPAPER, A4, 80GSM	386		
4	PIECE	RECORD BOOK 300 PAGES	70		
5	PIECE	RECORD BOOK 500 PAGES	8		
6	BOX	STAPLE WIRE, STANDARD, (26/6)	66		
7	ROLL	MASKING TAPE, WIDTH: 24MM (1")	43		
8	ROLL	PACKAGING TAPE, WIDTH: 48MM (2")	44		
9	ROLL	TRANSPARENT TAPE, WIDTH: 24MM (1")	43		
10	ROLL	CORRECTION TAPE, film base type.	160		
11	BOX	BINDER CLIP, 50MM	40		
12	PIECE	DATA FILE FOLDER, MADE OF CHIPBOARD	62		
13	PIECE	ENVELOPE, DOCUMENTARY, FOR A4 SIZE DOCUMENT	1000		
14	PIECE	ENVELOPE, DOCUMENTARY, FOR LEGAL SIZE DOCUMENT	1500		
15	PIECE	EXPANDED ENVELOPE, KRAFTBOARD, LEGAL	700		
16	BOX	PAPER FASTENER, METAL	17		
17	PC	FOLDER FOR LEGAL SIZE DOCUMENTS	800		
18	BOX	FOLDER, LEGAL, EXPANDING	160		
19	PIECE	MARKER, PERMANENT, BLACK	124		
20	PIECE	MARKER, PERMANENT, BLUE	15		
21	BOX	PAPER CLIP, VINYL/PLASTIC COAT, 50MM	37		
22	PIECE	PENCIL, LEAD, W/ ERASER, WOOD CASED, HB	216		
23	PIECE	STAMP PAD, FELT, BED DIMENSION: 60MM X 100MM MIN	3		
24	PIECE	CALCULATOR	3		

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The Chairman  
Bids and Awards Committee  
Division of Zamboanga del Norte  
Capitol Drive, Estaka, Dipolog City

Madam:

Pursuant to the terms and conditions of this bidding, I/we hereby submit my/our bid proposal with the prices opposite each item for which a bidder's bond of \_\_\_\_\_ is herewith proposed/enclosed as guaranty for the faithful compliance of my/our obligations.

Very truly yours,

\_\_\_\_\_  
(Signature of Bidder/Offeror)





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**JUDITH V. ROMAGUERA, CESE**  
 BAC CHAIRPERSON

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26	PIECE	SIGN PEN, BLACK, LIQUID/GEL INK, 0.8MM NEEDLE TIP	138		
27	PIECE	SIGN PEN, BLUE, LIQUID/GEL INK, 0.8MM NEEDLE TIP	141		
28	PIECE	SIGN PEN, RED, LIQUID/GEL INK, 0.8MM NEEDLE TIP	50		
29	PIECE	FINGERTIP WAX	5		
30	PIECE	BALLPEN BLACK	204		
31	PIECE	BALLPEN BLUE	160		
32	ROLL	DOUBLE SIDED TAPE 2"	19		
33	PIECE	HIGHLIGHTER, YELLOW(3), NEON GREEN (5)	8		
34	BOX	PAPER FASTENER, PLASTIC	33		
35	BOX	PAPER FASTENER, PLASTIC, LONG	15		
36	PIECE	SCISSOR, HEAVY DUTY	12		
37	PACK	STICKER PAPER GLOSSY	21		
38	BOX	PAPER FASTENER, PLASTIC	33		
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40	PIECE	SCISSOR, HEAVY DUTY	12		
41	PACK	STICKER PAPER GLOSSY	30		

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 Capitol Drive, Estaka, Dipolog City

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Dipolog City 7100

**CERTIFICATE OF CANVASS**

**THIS IS TO CERTIFY** that the foregoing canvass / quotation was made in accordance with the government rules and regulation on any contract into and contain herein the following pertinent facts.

NAME OF DEALER	DATE RECEIVED	SIGNATURE

  
**CARL JOSHUA V. LIMBARING**  
Canvasser

\_\_\_\_\_  
Date of Canvass

**BIDDERS CERTIFICATE**

**THIS IS TO CERTIFY** that the undersigned of \_\_\_\_\_ located at \_\_\_\_\_ personally received the Invitation to Bid/Request for Quotations from Department of Education – Zamboanga del Norte Division duly signed by the Principal of the Entity on \_\_\_\_\_ and further certifies that:

1. The signatures affixed in the Invitation to Bid/Request for quotations as bidder is authentic as belonging to me or my authorized representatives;
2. That all the data/information and quotations reflected therein are true and correct;
3. That each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy or a true and faithful reproduction of the original and that all statements and information provided therein are true and correct;

Issued this \_\_\_\_\_ day of \_\_\_\_\_, in the City of Dipolog, Province of Zamboanga del Norte.

\_\_\_\_\_  
(Name of the Owner/Authorized Representative)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)