



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

**PURCHASE REQUEST**

Department:		Department of Education [DepEd]		PR No:	2020-11-0357	November 20, 2020
Section / Office:		CID		SAI No:		
Stock No.	Unit	Item Description	Quantity	Est. Unit Cost	Total Cost	
1	unit	PEN TABLET FOR THE ILLUSTRATOR	41	8,000.00	328,000.00	
2	unit	1 TB EXTERNAL DRIVE	145	3,000.00	435,000.00	
3	pcs	BALLPEN (BLACK)	146	7.00	1,022.00	
4	ream	BOND PAPER A3	20	700.00	14,000.00	
5	set	INK (BLACK, CYAN, MAGENTA, YELLOW)	5	2,500.00	12,500.00	
6	pcs	PLASTIC DOCUMENT ENVELOPE WITH HANDLE	146	75.00	10,950.00	
7	pcs	NOTEBOOK (80 Leaves)	146	15.00	2,190.00	
8	unit	PRINTER	3	15,000.00	45,000.00	
		<i>Specs:</i>				
		<i>PRINTER TYPE: Print, Scan, Copy, Fax with ADF</i>				
		<i>ISO PRINT SPEED (BLACK/COLOUR): Up to 15 ipm</i>				
		<i>MAXIMUM COPY SIZE: A3</i>				
					<b>EIGHT HUNDRED FORTY-EIGHT THOUSAND SIX HUNDRED SIXTY-TWO PESOS</b>	
					<b>P 848,662.00</b>	
<b>PURPOSE: DEVELOPMENT WORKSHOP OF SUPPLEMENTARY LEARNING RESOURCES AND PRODUCTION OF QUARTER 2 RBI AND TVI LESSONS. (December 14-18, 2020)</b>						
Signature:		Requested by:		Approved by:		
		EVELYN C. LABAD		MA. LIZA B. TABILON, CESO V		
		EPS-LRMS		Schools Division Superintendent		
Date:						

*Handed funds w/ attached plan for*



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**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
		<b>PEN TABLET FOR THE ILLUSTRATOR</b>	<b>4</b>		
2	unit	1 TB EXTERNAL DRIVE	145		
3	pcs	BALLPEN (BLACK)	146		
4	ream	BOND PAPER A3	20		
5	set	INK (BLACK, CYAN, MAGENTA, YELLOW)	5		
6	pcs	PLASTIC DOCUMENT ENVELOPE WITH HANDLE	146		
7	pcs	NOTEBOOK (80 Leaves)	146		
8	unit	PRINTER			
		<b>Specs:</b>			
		<b>PRINTER TYPE: Print, Scan, Copy, Fax with ADF</b>			
		<b>ISO PRINT SPEED (BLACK/COLOUR): Up to 10 lpm / 5.0 lpm</b>			
		<b>MAXIMUM COPY SIZE: LONG</b>			

**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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**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)