

Republic of the Philippines  
KAGAWARAN NG PANLIPUNAN KAGALINGAN AT PAGPAPAUNLAD  
Department of Social Welfare and Development  
Field Office No. X  
Cagayan de Oro City

**CANVASS FORM**

PR No. \_\_\_\_\_  
Canvass No. \_\_\_\_\_  
Date: \_\_\_\_\_

To (Supplier): \_\_\_\_\_  
Address: \_\_\_\_\_  
Tax Identification Number (TIN): \_\_\_\_\_  
Tel. No. \_\_\_\_\_

VAT     NON VAT     EXEMPT

May we request you to prices for the items listed below? Please return this form to the canvasser in sealed envelope or submit it to the Bids and Awards Committee of the DSWD-X, Upper Carmen, CDOC on or before 9 AM (time) Sept. 6, 2021 (date) immediately after the deadline of submission canvass will be opened.

| Item No. | Description  | Qty | Unit  | Unit Price | Total Price |
|----------|--|-----|-------|------------|-------------|
|          | <b>PESTICIDES OR PEST REPELLENTS</b>               |     |       |            |             |
|          | INSECTICIDE, aerosol type, net content: 600ml min  | 69  | can   |            |             |
|          | <b>FILMS</b>                                       |     |       |            |             |
|          | CARBON FILM, PE, black, size 210mm x 297mm         | 1   | box   |            |             |
|          | <b>PAPER MATERIALS AND PRODUCTS</b>                |     |       |            |             |
|          | CARTOLINA, assorted colors                         | 16  | pack  |            |             |
|          | NOTE PAD, stick on, 76mm x 100mm (3" x 4")         | 210 | pcs   |            |             |
|          | PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm       | 15  | reams |            |             |
|          | PAPER, MULTICOPY, 80gsm, size: 210mm x 330mm       | 89  | reams |            |             |
|          | PAPER, Multi-Purpose (COPY) A4, 70gsm              | 266 | reams |            |             |
|          | PAPER, Multi-Purpose (COPY) Legal, 70gsm           | 265 | reams |            |             |
|          | PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose | 2   | box   |            |             |
|          | RECORD BOOK, 300 PAGES, size: 214mm x 278mm min    | 22  | book  |            |             |
|          | RECORD BOOK, 500 PAGES, size: 214mm x 278mm min    | 22  | book  |            |             |
|          | TOILET TISSUE PAPER, 2-PLY, 100% RECYCLED          | 105 | pack  |            |             |
|          | TISSUE, interfolded paper towel                    | 5   | pack  |            |             |
|          | BATTERY, dry cell, AA, 2 pieces per blister pack   | 10  | pack  |            |             |
|          | BATTERY, dry cell, AAA, 2 pieces per blister pack  | 4   | pack  |            |             |
|          | GLUE, all purpose, gross weight: 200 grams min     | 10  | jar   |            |             |
|          | TAPE, ELECTRICAL, 18mm x 16M min                   | 20  | roll  |            |             |
|          | TAPE, MASKING, width: 24mm(±mm)                    | 10  | roll  |            |             |
|          | TAPE, MASKING, width: 48mm(±mm)                    | 13  | roll  |            |             |
|          | TAPE, PACKAGING, width: 48mm(±mm)                  | 4   | roll  |            |             |
|          | TWINE, plastic, one (1) kilo per roll              | 2   | roll  |            |             |
|          | LED Linear Tube, 18 watts FRO Series               | 15  | pcs   |            |             |
|          | LIGHT BULB, Light Emitting Diode (LED), 6W         | 23  | pcs   |            |             |
|          | RULER, plastic, 450mm (18"), width: 38mm min       | 30  | pcs   |            |             |
|          | AIR FRESHENER, aerosol, 280ml/150g min             | 84  | can   |            |             |
|          | BROOM, soft (tambo)                                | 25  | pcs   |            |             |
|          | BROOM, STICK (ting-ting), usable length: 760mm min | 24  | pcs   |            |             |
|          | CLEANER, toilet bowl and urinal, 900ml-1000ml cap  | 30  | bot   |            |             |
|          | CLEANSER, scouring powder, 350g min/can            | 12  | can   |            |             |
|          | DETERGENT BAR, 140 grams as packed                 | 30  | pcs   |            |             |
|          | DETERGENT Powder, all purpose, 1kg                 | 180 | pack  |            |             |
|          | DISINFECTANT SPRAY, aerosol type, 400-550 grams    | 66  | can   |            |             |

|   |     |        |  |  |
|---|-----|--------|--|--|
| DUST PAN, non-rigid plastic, w/<br>detachable handle                  | 15  | pcs    |  |  |
| FURNITURE Cleaner, aerosol type, 300ml<br>min per can                 | 2   | can    |  |  |
| HAND SOAP, Liquid, 500ml  | 12  | bot    |  |  |
| MOPHANDLE, heavy duty, aluminum,<br>screw type                        | 30  | pcs    |  |  |
| MOPHEAD, made of rayon, weight: 400<br>grams min                      | 72  | pcs    |  |  |
| RAGS, all cotton, 32 pieces per kg min                                | 30  | bundle |  |  |
| TRASHBAG, GPP specs, black, 940mm x<br>1016mm                         | 18  | pack   |  |  |
| FLASHDRIVE USB, 3.0, 16GB   | 15  | pcs    |  |  |
| CALCULATOR, compact, 12 digits  | 2   | unit   |  |  |
| CORRECTION TAPE, film base type, UL<br>6m min                         | 51  | pcs    |  |  |
| ENVELOPE, EXPANDING, PLASTIC,<br>0.50mm thickness min                 | 870 | pcs    |  |  |
| ENVELOPE, mailing, white, 70gsm                                       | 2   | box    |  |  |
| ENVELOPE, mailing, white, with window                                 | 1   | box    |  |  |
| FASTENER, METAL, 70mm between<br>prongs                               | 27  | box    |  |  |
| FOLDER, FANCY, for legal size<br>documents                            | 50  | bundle |  |  |
| MARKER, FLUORESCENT, 3 assorted<br>colors per set                     | 2   | set    |  |  |
| MARKER, PERMANENT, bullet type, black                                 | 115 | pcs    |  |  |
| MARKER, PERMANENT, bullet type, blue                                  | 85  | pcs    |  |  |
| MARKER, PERMANENT, bullet type, red                                   | 75  | pcs    |  |  |
| MARKER, whiteboard, blue, felt tip, bullet<br>type                    | 5   | pcs    |  |  |
| MARKER, whiteboard, black, felt tip, bullet<br>type                   | 5   | pcs    |  |  |
| PAPER CLIP, vinyl/plastic coat, length:<br>32mm min                   | 5   | box    |  |  |
| PENCIL, lead, w/ eraser, wood cased,<br>hardness: HB                  | 10  | box    |  |  |
| INK CART, EPSON C13T664100 (T6641),<br>Black                          | 12  | cart   |  |  |
| INK CART, EPSON C13T664100 (T6641),<br>Cyan                           | 12  | cart   |  |  |
| INK CART, EPSON C13T664100 (T6641),<br>Magenta                        | 12  | cart   |  |  |
| INK CART, EPSON C13T664100 (T6641),<br>Yellow                         | 12  | cart   |  |  |
| Toner Cartridge, HP CF226A (HP26A)<br>Black LaserJet                  | 1   | cart   |  |  |
| ERASER, PLASTIC/RUBBER, for pencil<br>draft/writng                    | 10  | pcs    |  |  |
| STAMP PAD, FELT, bed dimension:<br>60mm x 100mm min                   | 200 | pcs    |  |  |
| SIGN PEN, BLACK, liquid/gel ink, 0.5mm<br>needle tip                  | 332 | pcs    |  |  |
| SIGN PEN, BLUE, liquid/gel ink, 0.5mm<br>needle tip                   | 20  | pcs    |  |  |
| STAPLE WIRE, Standard, (26/6)   | 200 | box    |  |  |
| STAPLER, STANDARD TYPE, load cap:<br>200 staples min                  | 100 | pcs    |  |  |
| NOTEBOOK, Stenographer, spiral, 40<br>leaves                          | 290 | pcs    |  |  |
| XX          |     |        |  |  |
| <b>TOTAL AMOUNT</b>   |     |        |  |  |
| Approved Budget: PHP  |     |        |  |  |
| Mode of Payment:  |     |        |  |  |
| DELIVERY PERIOD: Calendar days upon receipt/conforme of approved P.O. |     |        |  |  |

- Note:
1. Quotations must be valid for 15 days
  2. Prices quoted must include taxes and other incidental expenses
  3. Prices quoted must be fixed for 15 days calendar days
  4. Cost of delivery  To include  Not to include
  5. Award shall be made  On per item Basis  On per package basis

Canvass Submitted by:

Approved by:

\_\_\_\_\_  
Signature Over Printed Name  
Owner/Manager

**MARI-FLOR A. DOLLAGA-LIBANG**  
Regional Director

date received: \_\_\_\_\_  
date received: \_\_\_\_\_