



Republic of the Philippines
Department of Education
 Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
 Tacloban City



December 29, 2021

Date

035-CSA50-CY2021

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

Procurement of Office Supplies for MEP Implementing Schools
(Procurement is by Lot)

Location of the Project:

Tacloban City

REQUEST FOR QUOTATION

Please quote your lowest price on the

Procurement of Office Supplies for MEP Implementing Schools
(Procurement is by Lot)

as specified below and submits your quotation duly signed by your representative not later than

January 4, 2022

9:00 AM

1. The approved budget for the contract is :
2. Duration of Bidding is within:
3. Closing Date and Time:
4. Expected Date of Delivery/Date of Activity:

PHP		74,986.00	
December 29, 2021	to	January 4, 2022	
January 4, 2022	/	9:00 AM	

Signed

EDGAR Y. TENASAS
 ASDS/BAC Chairman

TERMS AND CONDITIONS : (Failure to comply with the following requirements shall result in the disqualification of your bid) :

A.

1. Use this prescribed form and all entries herein must be typewritten/printed legibly.
2. Bids exceeding the ABC shall be disqualified.
3. Multiple bids are not allowed.
4. E-mail/submit one copy of Sealed Quotation to the BAC Secretariat.
5. Absence and/or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.
6. Place of delivery is DepEd City Division Office, Real Street, San Fernando Compound, Tacloban City to be done within immediate days from receipt of the order.

B.

Eligibility Requirements

Class "A" Documents

PhilGEPS Certificate of Registration and Membership "Platinum" in accordance with Section 8.5.2 of the IRR.

a. Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as

b. Mayor's/Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located;

c. Tax Clearance per E.O. No. 398, series 2005, as finally reviewed and approved by the BIR;

d. Philippine Contractors Accreditation Board (PCAB) license and registration; and (For Infra only)

e. Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;

Contact Person:

Mark Chester Anthony Gariando Tamayo

BAC SECRETARIAT

Real St, Tacloban City

Leyte

Philippines 6500

09161216964/09474912951

tcdobacsecretariat@gmail.com



Republic of the Philippines
Department of Education
 Regional Office No. VIII
SCHOOLS DIVISION OF TACLOBAN CITY
 Real Street, Tacloban City



RIV No. _____

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

To _____

QUOTATION FORM

QTY	UNIT	DESCRIPTION OF ARTICLE	UNIT	TOTAL	REMARKS
			PRICE	PRICE	
32	bottles	Epson 3110 Ink Black			
32	bottles	Yellow			
32	bottles	Blue			
32	bottles	Magenta			
10	boxes	Filer Boxes			
50	boxes	A4 Bond Paper			
43	boxes	Legal Bond Paper			
16	boxes	Staple wire (small)			
34	boxes	Staple wire (big)			
4	pieces	Stapler (big)			
32	boxes	Paper Clips Small			
12	boxes	Paper Clips Big			
19	pads	Memo Sticker			
9	pieces	Highlighter Pens			
1	dozen	Correction Tape			
6	boxes	A4 Folder			
1	pieces	Log Book (150 pages)			
1	boxes	Ball Pens			
28	boxes	Face Mask			
26	bottles	Alcohol (500 ml)			
8	bottles	Detergent Powder Soap			
12	bottles	Liqui Bleach			
6	bottles	Mosquito Spray (500ml)			
2	bottles	Disinfectant Spray (500 ml)			

Open at: DepEd Tacloban City Division _____ AM _____ PM , On _____ 2021

The above quoted price are inclusive of all costs and applicable taxes.

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated except those marked "NONE". The terms and conditions specified above and at the back of this form are hereby offered.

Official/ Designation _____

NAME OF COMPANY _____

ADDRESS _____

Canvass Server: _____

Telephone No: _____

Fax No: _____

Cellphone No: _____

Email Address _____

Date: _____



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City



Date: _____

TO: SBAC, Dep.ED. CDO
Real Street San Fernando Compound
Tacloban City

I/We waive the right to be personally present at the opening of bids for the:

Procurement of Office Supplies for MEP Implementing Schools
(Procurement is by Lot)

Very truly yours,



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City



Date: _____

CERTIFICATION

This is to certify that, the undersigned, have this day received from the Office of the Schools Division Superintendent, DepEd City Division Office, Real Street, Tacloban City. Notice to the Bidders/Request for Quotation of Prices of Food Catering Goods, Supplies, Materials and Equipments for the use in the office which will be opened on January 4, 2022 9:00 AM, 2021 at DepdTacloban City Division Office, Real Street, Tacloban City

NAME OF BIDDER: _____
SIGNATURE OF BIDDER/REPRESENTATIVE: _____
DATE AND TIME: _____

