



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



June 8, 2022

Date

006-GSA50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

Procurement of Office Supplies: SGOD Office Supplies for 1st Quarter 2022
(Procurement is by LOT)

Location of the Project:

Tacloban City

REQUEST FOR QUOTATION

Please quote your lowest price on the

Procurement of Office Supplies: SGOD Office Supplies for 1st Quarter 2022
(Procurement is by LOT)

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

June 13, 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		117,704.40	
June 8, 2022	to	June 13, 2022	
June 13, 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	
4	tube	FLOURESCENT LAMP 18 WATTS linear tubulator (T8)			
16	packs	RECHARGEABLE BATTERY, dry cell, AAA, 2 pieces per blister pack			
8	packs	Battery Charger (double AA) (with 4 blisters)			
20	cans	AIR FRESHENER, aerosol, 280ml/150g min			
6	bottles	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap			
7	packs	DETERGENT POWDER, all purpose, 1kg			
35	pieces	RUG, COTTON			
10	bottle	DISHWASHING LIQUID, 500 ml, BRANDED			
5	reams	Vellum Board (A4)			
1	boxes	Cannon Paper Short			
40	reams	PAPER, Multi-Purpose (COPY) Legal, 80 gsm			
10	boxes	SIGN PEN, PILOT BLACK (HI-TECH POINT .V7)			
10	boxes	SIGN PEN, PILOT BLACK (HI-TECH POINT .V7)			
10	boxes	Ballpen (black)			
10	boxes	Ballpen (blue)			
5	boxes	PVC Cover A4			
2	roll	ACETATE, thickness: 0.075mm min (gauge # 3)			
10	piece	DATA FILE BOX, made of chipboard, with closed ends			
10	piece	DATA FOLDER, made of chipboard, taglia lock (A4) blue color			
8	piece	MARKER, whiteboard, black, felt tip, bullet type			
8	piece	MARKER, whiteboard, blue, felt tip, bullet type			
8	piece	MARKER, whiteboard, red, felt tip, bullet type			
8	piece	MARKER, whiteboard, green, felt tip, bullet type			
20	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min			
20	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min			
20	bottle	Hand Sanitizer, 500ml			
50	box	KN95 Mask 25/box (asstd color)			
30	bottle	ALCOHOL, Ethyl,70%-80%, 500ml.			
30	pads	Daily Time Record (DTR)			
30	pack	FOLDER, L-TYPE, A4 SIZE, 100 pieces per pack			
15	pack	FOLDER, L-TYPE, Legal SIZE, 50 pieces per pack			
10	bottle	GLASS CLEANER, SPRAY, BIG (KIWI)			
25	bottle	Glue (130gms)			
25	box	Paper Fastener, Plastic coated			
50	pack	Photo Paper (Glossy)			
5	roll	Duct Tape (assorted color)			
25	roll	Transparent tape, width: 24mm/1 inches			
12	roll	Tape masking, width: 48mm			
30	pack	Toilet Tissue Paper 2plys sheets, 150pulls			
5	pieces	Mouse (USB connction type)			
10	pad	Mouse (pad meduim size)			
8	bottles	INK CART EPSON Model L220, & L360 (T6641 - Black)			
8	bottles	INK CART EPSON Model L220, & L360 (T6642 - Cyan)			
8	bottles	INK CART EPSON Model L220, & L360 (T6643 - Magenta)			
8	bottles	INK CART EPSON Model L220, & L360 (T6644 - Yellow)			
10	bottles	INK CART EPSON Model L3110 & L3210 (003 - Black)			
10	bottles	INK CART EPSON Model L3110, & L3210 (003 - Cyan)			
10	bottles	INK CART EPSON Model L3110, & L3210 (003 - Magenta)			
10	bottles	INK CART EPSON Model L3110, & L3210 (T6641 - Yellow)			
1	unit	PRINTER EPSON			
		X-X-X-X-X-X-X-NOTHING FOLLOWSX-X-X-X-X-X-X-X-X-X			

Open at: **DepEd Tacloban City Division** _____ AM _____ PM, On _____ 2022

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

Telephone No: _____
 Fax No: _____
 Cellphone No: _____
 Email Address _____
 Date: _____

Canvass Server: _____



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: SGOD Office Supplies for 1st Quarter 2022

(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 June 13, 2022 9:00 AM, 2022 at DepdTacloban City Division Office, Real Street, Tacloban City

NAME OF BIDDER: _____

SIGNATURE OF BIDDER/REPRESENTATIVE: _____

DATE AND TIME: _____

