



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



August 24, 2022

Date

011-GSA50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project: Procurement of Office Supplies: 1ST QUARTER SUPPLIES FOR OSDS UNITS
(Procurement is by Lot)

Location of the Project: Tacloban City

REQUEST FOR QUOTATION

Please quote your lowest price on the

Procurement of Office Supplies: 1ST QUARTER SUPPLIES FOR OSDS UNITS
(Procurement is by Lot)

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

September 2, 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		215,585.00
August 26, 2022	to	September 2, 2022
September 2, 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.

- 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
- Mayor's/Business Permit issued by the City or Municipality where the principal place of business of the prospective bidder is located;
- Tax Clearance per E.O. No. 398, series 2005, as finally reviewed and approved by the BIR;
- Philippine Contractors Accreditation Board (PCAB) license and registration; and (For Infra only)
- 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	
50	can	Air Freshener, Aerosol, 280ml/150g min.			
1000	pcs	Folder, Ordinary, Legal			
500	pcs	Folder, Ordinary, Short			
32	roll	Plastic Twine			
30	pack	Detergent Powder, All Purpose, 1kg			
50	can	Disinfectant Spray, Aerosol Type, 400-550			
50	pack	Trash Bag, Black, Large, 10pcs/pack			
205	ream	Paper, Multicopy, 80gsm, size A4			
170	ream	Paper, Multicopy, 80gsm, size Legal			
50	pack	Toilet Tissue Paper 2ply sheets 100%			
100	pcs	Signpen, Black, Liquid/Gel 0.5mm needle			
100	pcs	Signpen, Blue, Liquid/Gel 0.5mm needle			
1	box	Expanding Envelope, Legal			
50	roll	Masking Tape, 24mm width			
50	roll	Packaging Tape, 48mm width			
100	roll	Transparent Tape, 24mm width			
10	box	Pencil			
50	pcs	Correction Tape, Film Base Type, UL 6m min			
50	pcs	Data File box, made of chip board			
20	set	Marker, flourescent, 3 assorted colors/set			
25	pcs	Marker, permanent, bullet type, black			
25	pcs	Marker, permanent, bullet type, blue			
15	pad	Post it note pad (3" x 2")			
15	pad	Post it note pad (3" x 4")			
5	box	Rubber Band			
15	box	Paper Clip, Vinyl/Plastic Coated (jumbo)			
10	box	Paper Clip, Vinyl/Plastic Coated (32mm length)			
200	pcs	Brown Envelope, Legal Size			
150	pcs	Ballpen			
15	pad	Daily Time Record			
50	pcs	Data Filer w/ two rings, legal			
25	box	Staple wire #35			
2	set	Brother Ink Cartridge LC539XL-BK,Y,C,M MFC			
10	set	Brother Ink, (BT D60 & BT5000) 4 colors			
10	set	Epson 003 Ink, 65ml 4 colors			
10	set	Epson T664 Ink, 65ml 4 colors			
15	pcs	Albatross (big)			

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: _____
 Cellphoone 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: 1ST QUARTER SUPPLIES FOR OSDS UNITS
(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 September 2, 2022 9:00 AM, 2022 at DepdTacloban City Division Office, Real Street, Tacloban City

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

