



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



October 4, 2022

Date

022-GSA50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

Procurement of Office Supplies & Consumables: SGOD OFFICE SUPPLIES
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 & Consumables: SGOD OFFICE SUPPLIES
1ST QUARTER 2022
(Procurement is by Lot)

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

October 10, 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		150,415.00
October 4, 2022	to	October 10, 2022
October 10, 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 required in the
- 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 SUPERINTENDENTTo _____

_____**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, 500 ml 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 (130 grms)			

25	boxes	Paper Fastener (plastic)			
50	packs	Photo Paper (Glossy)			
5	rolls	Duct Tape (assorted color)			
25	rolls	Transparent tape width: 24mm/1inches			
12	roll	Tape masking, width: 48mm			
30	packs	Toilet Tissue Paper 2plys sheets, 150pulls			
5	piece	Mouse (USB connction type)			
10	pad	Mouse (pad meduim size)			
8	roll	INK CART EPSON Model L220, & L360 (T6641 - Black)			
8	pack	INK CART EPSON Model L220, & L360 (T6642 - Cyan)			
8	pieces	INK CART EPSON Model L220, & L360 (T6643 - Magenta)			
8	pad	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	bottles	PRINTER EPSON			

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

Canvass Server: _____

Telephone No: _____

Fax No: _____

Cellphoone 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 & Consumables: SGOD OFFICE SUPPLIES

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 October 10, 2022 9:00 AM, 2022 at DepdTacloban City Division Office, Real Street, Tacloban City

NAME OF BIDDER:

SIGNATURE OF BIDDER/REPRESENTATIVE:

DATE AND TIME:

