



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



August 5, 2021

Date

127-GSB50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project: Use for BAC/Procurement Office & Budget Unit.

Location of the Project: Tacloban City

## REQUEST FOR QUOTATION

Please quote your lowest price on the

Use for BAC/Procurement Office & Budget Unit.

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

**August 9, 2021 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:

<b>PHP</b>		<b>107,325.00</b>	
August 5, 2021	to	August 9, 2021	
August 9, 2021	/	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](mailto: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	
12	boxes	Bond Paper GSM 70 (Size: Legal) (5 reams/box)			
3	box	Brown Folder Thick (Size: Legal)			
1	box	Brown Expanding Folder Thick (Size: Legal)			
1	box	Brown Envelope Thick (Size: Legal)			
#REF!	#REF!	#REF!			
10	bottles	Alcohol Ethyl 70% Solution (500 ml)			
10	packs	Tissue Paper (8pcs/pack)			
10	packs	Specialty Paper White (Size: A4)			
10	packs	Battery AAA (10 year Shelf Life 3x Longer Lasting) (4pcs/blester pack)			
10	packs	Battery AA (10 year Shelf Life 3x Longer Lasting) (4pcs/blester pack)			
2	boxes	Brown Long Mailing Envelope			
25	pcs	Correction Tape CT508			
10	pcs	Data Filler with Ring Thick (Portrait/Vertical) (Size: Legal) (Color: Black)			
1	boxes	Sign Pen 0.5 (BL-G2-5-B) (Color: Blue)			
1	boxes	Sign Pen 0.5 (BL-G2-5-B) (Color: Black)			
1	box	Colored Bond Paper 70gsm (Color: Yellow)(Size: A4)			
4	pcs	Calculator			
12	pads	Sticky Note 2" x 3" (Color: Luminus)			
1	box	Ballpen (Color: Black)			
#REF!	#REF!	#REF!			
#REF!	#REF!	#REF!			
#REF!	#REF!	#REF!			
#REF!	#REF!	#REF!			
#REF!	#REF!	#REF!			
#REF!	#REF!	#REF!			

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  
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**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:  
**Use for BAC/Procurement Office & Budget Unit.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Republic of the Philippines  
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**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 August 9, 2021 9:00 AM, 2021 at DepdTacloban City Division Office, Real Street, Tacloban City

**NAME OF BIDDER:** \_\_\_\_\_

**SIGNATURE OF BIDDER/REPRESENTATIVE:** \_\_\_\_\_

**DATE AND TIME:** \_\_\_\_\_

