



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



October 13, 2022

Date

131-GSB50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

**Procurement of Office Supplies for Training: SUPPLIES & MATERIALS FOR THE TRAINING-WORKSHOP  
 ON THE REDEVELOPMENT OF STORYBOOKS INTO ANIMATED & INTERACTIVE FORMAT  
 Phase 1 (Nov. 14-18, 2022), Phase 2 (Nov. 28-Dec 2) & 3 (Dec 12-14, 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 for Training: SUPPLIES & MATERIALS FOR THE TRAINING-WORKSHOP  
 ON THE REDEVELOPMENT OF STORYBOOKS INTO ANIMATED & INTERACTIVE FORMAT  
 Phase 1 (Nov. 14-18, 2022), Phase 2 (Nov. 28-Dec 2) & 3 (Dec 12-14, 2022)  
 (Procurement is by Lot)**

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

October 18, 2022 9:00 AM

- The approved budget for the contract is :
- Duration of Bidding is within:
- Closing Date and Time:
- Expected Date of Delivery/Date of Activity:

<b>PHP</b>		<b>44,160.00</b>	
October 13, 2022	to	October 18, 2022	
October 18, 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.

- Use this prescribed form and all entries herein must be typewritten/printed legibly.
- Bids exceeding the ABC shall be disqualified.
- Multiple bids are not allowed.
- E-mail/submit one copy of Sealed Quotation to the BAC Secretariat.
- 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.
- 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 as required in the
- 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  
[tcodobacsecretariat@gmail.com](mailto:tcodobacsecretariat@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	
		<b>Procurement of Office Supplies for Training: SUPPLIES &amp; MATERIALS</b>			
		<b>FOR THE TRAINING-WORKSHOP ON THE REDEVELOPMENT OF</b>			
		<b>STORYBOOKS INTO ANIMATED &amp; INTERACTIVE FORMAT Phase 1</b>			
		<b>(Nov. 14-18, 2022), Phase 2 (Nov. 28-Dec 2) &amp; 3 (Dec 12-14, 2022)</b>			
15	box	Surgical Mask, 3ply			
70	piece	Alcohol 500ml bottle 70-75%			
4	piece	Mega Box 120L: New Extreme Durability			
30	piece	Clear Scotch Tape 1/2 inch			
30	piece	Clear Scotch Tape 1 inch			
15	piece	Double Sided Tape/Double Adhesive Tape 1inch			
250	piece	Adventurer Certificate Holders A4 Size 1 color type only			
50	piece	Expanded Envelope - Brown/Green/Blue (1 color only)			
5	piece	Multi Purpose Glue 130 grm			
5	box	Binder Clips Black 41mm 12pcs/box			
5	box	Binder Clips Black 55mm 12pcs/box			
20	piece	Correction Tape			
10	box	Stapler Wire No. 35 Box; 5,000pcs/Box			
20	pack	Trash Bag Large Bag 37x49inch			
50	pack	Specialty Paper 90 gsm - Pale cream color (10pcs/pack)			
2	piece	Sticker Paper 10pcs/pack			
5	piece	Tabbing Sticky Notes 1inch width & 3inches height - 5in1 colors			
1	piece	Heavy Duty Cutter with Blades Refill			
		xx			
		<b>Charge to FLO Fund - Current</b>			

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: \_\_\_\_\_

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 Training: SUPPLIES & MATERIALS FOR THE TRAINING-WORKSHOP**  
**ON THE REDEVELOPMENT OF STORYBOOKS INTO ANIMATED & INTERACTIVE FORMAT**  
**Phase 1 (Nov. 14-18, 2022), Phase 2 (Nov. 28-Dec 2) & 3 (Dec 12-14, 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 18, 2022 at 9:00 AM, 2022 at DepdTacloban City Division Office, Real Street, Tacloban City

NAME OF BIDDER: \_\_\_\_\_  
SIGNATURE OF BIDDER/REPRESENTATIVE: \_\_\_\_\_  
DATE AND TIME: \_\_\_\_\_

