



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



December 15, 2022

Date

150-GSB50-CY2022

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

**Procurement of Office Supplies: OFFICE SUPPLIES FOR MEP
 IMPLEMENTING SCHOOL
 (Procurement is by Lot)**

Location of the Project:

Tacloban City

REQUEST FOR QUOTATION

Please quote your lowest price on the

**Procurement of Office Supplies: OFFICE SUPPLIES FOR MEP
 IMPLEMENTING SCHOOL
 (Procurement is by Lot)**

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

December 19, 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		34,350.00
December 15, 2022	to	December 19, 2022
December 19, 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
- 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	
26	bottles	3110 Ink Black			
9	bottles	3110 Ink Yellow			
9	bottles	3110 Ink Blue			
9	bottles	3110 Ink Megenta			
17	reams	Legal Bond Paper			
35	boxes	Paper Clips Small			
20	pads	Memo Sticker			
1	dozen	Correction Tape			
2	reams	A4 Folder			
4	reams	Long Folder			
1	boxes	Ball Pen			
1	dozon	Pentel Pens			
HEALTH KITS					
20	packs	Face Mask			
40	bottles	Alcohol (500ml)			

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

Telephone No: _____

 NAME OF COMPANY

Fax No: _____

 ADDRESS

Cellphone No: _____

Email Address: _____

Date: _____

Canvass Server: _____



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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: OFFICE SUPPLIES FOR MEP

IMPLEMENTING SCHOOL

(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 December 19, 2022 9:00 AM, 2022 at DepdTacloban City Division Office, Real Street, Tacloban City

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

