



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



February 16, 2023

Date

001-GSA50-CY2023

BAC Sec. Quotation No:

Project Reference #:

Name of the Project: **Use for Office Supplies of Budget Unit & GSIS Processor**  
**(Procurement is by Lot)**

Location of the Project: Tacloban City

## REQUEST FOR QUOTATION

Please quote your lowest price on the

**Use for Office Supplies of Budget Unit & GSIS Processor**  
**(Procurement is by Lot)**

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

**February 20, 2023 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>57,298.00</b>
February 16, 2023	to	February 20, 2023
February 20, 2023	/	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 located;
- 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	
4	pcs	Stapler (HD-50/50R) (Maxco Co., LTD, Japan)			
15	pcs	Staple Wire 26/6 (No. 35-5M) (Leg Length 6mm 1/4")			
4	pcs	Two Hole Puncher (Carl No. 75A) (30 sheets/punch - 80GSM Paper)			
4	pcs	Calculator - Two Way Power (MS-470V) (Japan Made)			
10	boxes	Plastic Paper Fastener (Plastic Coated)			
1	box	Brown Expanding Folder Thick (Size: Legal)			
15	pcs	Data Filler with Ring Thick (Portrait/Vertical) (Size: Legal) (Color: Black)			
12	boxes	Box Filler (Color: Black, Blue, Red)			
20	bottles	Epson Ink L3210 (Color: Black)			
10	bottles	Epson Ink L3210 (Color: Magenta)			
10	bottles	Epson Ink L3210 (Color: Cyan)			
10	bottles	Epson Ink L3210 (Color: Yellow)			
6	bottles	Epson Ink L3110 (Color: Black)			
3	bottles	Epson Ink L3110 (Color: Magenta)			
3	bottles	Epson Ink L3110 (Color: Cyan)			
3	bottles	Epson Ink L3110 (Color: Yellow)			
4	reams	Brown Folder Thick (Size: Legal)			
15	box	Binder Clips (3/4")			
15	box	Binder Clips (1/2")			
20	pcs	Correction Tape			
4	bottles	Multi-Purpose Glue			
2	boxes	Pencil (Mongol 2)			
5	reams	Colored Paper A4 (Color: Yellow / 70gsm)			
5	reams	Colored Paper A4 (Color: Green / 70gsm)			
1	kilo	Detergent Powder			
1	gallon	Liquid Soap			
1	gallon	Dish Washing Liquid			
1	gallon	Liquid Bleach			
1	box	Signpen .7 (Color: Black)			
1	box	Signpen .7 (Color: Blue)			

Open at: DepEd Tacloban City Division \_\_\_\_\_ AM \_\_\_\_\_ PM ,On \_\_\_\_\_ 2023

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 Office Supplies of Budget Unit & GSIS Processor**  
**(Procurement is by Lot)**

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

Very truly yours,

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



Republic of the Philippines  
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Region VIII  
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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 February 20, 2023 9:00 AM, 2023 at DepdTacloban City Division Office, Real Street, Tacloban City

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

