



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



April 30, 2024

Date

022-GSB50-CY2024

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

Procurement of Supplies and Materials for DIVISION TRAINING OF SCHOOL TRAINERS ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS  
(Procurement is by LOT)

Location of the Project:

Tacloban City

REQUEST FOR QUOTATION

Please quote your lowest price on the

Procurement of Supplies and Materials for DIVISION TRAINING OF SCHOOL TRAINERS ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS  
(Procurement is by LOT)

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

May 3, 2024 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		31,622.00	
April 30, 2024	to	May 3, 2024	
May 3, 2024	/	9:00 AM	

signed

HENRIETTA T. MANAGBANAG  
ASDS/BAC Chairwoman

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. ☐ Delivery Receipt registered in BIR
- 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	
		Procurement of Supplies and Materials for DIVISION TRAINING OF SCHOOL TRAINERS ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS			
		Date of Activity: May 20-24, 2024			
158	pc	Notebooks (Single line)			
127	pc	Ball pens			
11	bot	Ink Epson L360 (black)			
1	ream	Specialty paper (ivory, short)			
10	pc	Stapler, heavy duty			
10	box	Staple wire			
32	pc	Masking Tape (1 inch)			
10	pc	Correction Tape			
55	pc	Pentel Pen (broad, black)			
10	pc	Storage Box (100L), white			
1	set	Epson Ink 5290 (Cyan, Magenta, Yellow, Black)			
100	pc	Manila Paper			
100	pc	Brown Long Envelope			
10	box	Butterfly Clip (32mm)			

Open at: DepEd Tacloban City Division \_\_\_\_\_ AM \_\_\_\_\_ PM ,On \_\_\_\_\_ 2024

The above quuoted 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

Telephone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

Cellphoone No: \_\_\_\_\_

Email Address \_\_\_\_\_

Date: \_\_\_\_\_

Canvass Server: \_\_\_\_\_



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:

**Procurement of Supplies and Materials for DIVISION TRAINING OF SCHOOL TRAINERS ON THE MATATAG CURRICULUM FOR TEACHERS AND SCHOOL LEADERS**  
**(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 closed on May 3, 2024 9:00 AM, 2024 at DepdTacloban City Division Office, Real Street, Tacloban City

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

