



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



October 14, 2024

Date

027-GSA50-CY2024

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

Procurement of Office Supplies for Trainings on 1) DEVELOPMENT OF MATATAG CURRICULUM-BASED KINDERGARTEN INSTRUCTIONAL AND QUALITY ASSURANCE, FINALIZATION , AND ORIENTATION ON THE USAGE OF KINDERGARTEN MATATAG CURRICULUM-BASED INSTRUCTIONAL MATERIALS  
2) DEVELOPMENT, QUALITY ASSURANCE AND FINALIZATION OF NLC MATATAG-BASED INTERVENTION MATERIALS FOR ENGLISH AND SCIENCE INSTRUCTIONS 3) CAPACITY BUILDING IN TEACHING BEGINNING READING TO KS2-3 (GRADES 4-6; 7-10) ENGLISH TEACHERS; 4) WORKSHOP ON THE DEVELOPMENT, QUALITY ASSURANCE AND FINALIZATION OF DEVELOPED STORY BOOKS IN TEACHING  
KEY STAGE 1 NUMERACY  
(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 Trainings on 1) DEVELOPMENT OF MATATAG CURRICULUM-BASED KINDERGARTEN INSTRUCTIONAL AND QUALITY ASSURANCE, FINALIZATION , AND ORIENTATION ON THE USAGE OF KINDERGARTEN MATATAG CURRICULUM-BASED INSTRUCTIONAL MATERIALS  
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KEY STAGE 1 NUMERACY

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

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:

October 23, 2024		9:00 AM	
PHP		494,855.00	
October 14, 2024	to	October 23, 2024	
October 23, 2024	/	9:00 AM	

SIGNED

HENRIETTA T. MANAGBANAG  
BAC Chairperson

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 required in the BDS;
- 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:

RONALD B. LLANETA  
BAC SECRETARIAT  
Real St, Tacloban City  
Leyte  
Philippines 6500  
09083891455  
[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 Office Supplies for Trainings on 1) DEVELOPMENT OF MATATAG CURRICULUM-BASED			
		KINDERGARTEN INSTRUCTIONAL AND QUALITY ASSURANCE, FINALIZATION , AND ORIENTATION ON			
		THE USAGE OF KINDERGARTEN MATATAG CURRICULUM- BASED INSTRUCTIONAL MATERIALS			
		2) DEVELOPMENT, QUALITY ASSURANCE AND FINALIZATION OF NLC MATATAG-BASED INTERVENTION			
		MATERIALS FOR ENGLISH AND SCIENCE INSTRUCTIONS 3) CAPACITY BUILDING IN TEACHING BEGINNING			
		READING TO KS2-3 (GRADES 4-6; 7-10) ENGLISH TEACHERS; 4) WORKSHOP ON THE DEVELOPMENT,			
		QUALITY ASSURANCE AND FINALIZATION OF DEVELOPED STORY BOOKS IN TEACHING			
		KEY STAGE 1 NUMERACY			
		(PROCUREMENT IS BY LOT)			
3	pcs	Storage Box (100 li.) colored			
3	pcs	Laminating Machine			
8	reams	A4 Laminating film 125 microns			
2	reams	Colored paper (assorted colors)			
6	reams	A4 Off White Canon Paper			
40	pcs	118 ml multi-purpose glue (color blue)			
40	pcs	3" Scotch tape			
40	pcs	2" Masking tape			
40	pcs	2" Duct tape			
40	pcs	1" Double Adhesive Tape			
40	pcs	felt paper red (color can alter as to available stock)			
40	pcs	felt paper yellow (color can alter as to available stock)			
40	sets	Poster Paint (assorted colors)			
40	packs	Ring Binders			
40	pcs	Glue Gun (small)			
100	pack/tie	Glue stick			
40	packs	Foam Sticker (different colors)			
50	pcs	Fuzzy wire (different colors)			
100	packs	Ziplock (XL)			
50	packs	Sticker Paper			
30	meters	Velcro tape/ Magic Tape			
20	meters	Upholstery Leather Fabrics (10 colors)			
40	pcs	Cutter			
90	pcs	Manila paper			
45	meters	Acetate (cut by meter)			
10	pcs	Cartolina red			
10	pcs	Cartolina yellow			
10	pcs	Cartolina blue			
10	pcs	Cartolina pink			
40	packs	Coloring pen (12 colors)			
3	boxes	Pentel Pen (broad, black) (36pcs/box)			
27	sets	0064 Epson Continuous Ink			
105	boxes (12 pcs/box)	No. 2 Mongol Pencil			

14	boxes (50 pcs/box)	HBW Ball pen (Black) - pointed			
10	boxes (50 pcs/box)	HBW Ball pen (Green) - pointed			
40	pcs	HBW Ball pen (Blue) - pointed			
40	pcs	Notebooks (single line) 100 leaves			
200	boxes	30 Leaves single lines Composition Notebooks			
303	pcs	Flash Drive (32gb) Good Quality			
3	BOXES	Pentil pen (broad blue) (36pcs/box)			
3	BOXES	Pentil pen (broad red) (36pcs/box)			
1	SET	HDMI/VGA Splitter (4 ports) WITH Cable (5 meters x 2)			
15	boxes (10 pcs/box)	HBW Sign pen (black & blue)			
520	pcs	Colored (red, yellow, blue, & brown) long Expandable Envelopes			
667	pcs	8 m Correction Tape			
300	pcs	Long White Folder			
4	boxes	staple wire # 35 (any color)			
4	pcs	Extension wire with 4 gangs			
37	packs	Pompom balls (assorted colors)			
3	unit	Printer Continues Ink Tank (Scan, Copy, Print)			
570	pcs	A4 Colored (Maroon & Blue Certificate Holder)			

Open at: DepEd Tacloban City Division \_\_\_\_\_AM \_\_\_\_\_PM ,On \_\_\_\_\_ 2024

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: \_\_\_\_\_

Cellphoone 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 Trainings on 1) DEVELOPMENT OF MATATAG CURRICULUM-BASED KINDERGARTEN INSTRUCTIONAL AND QUALITY ASSURANCE, FINALIZATION , AND ORIENTATION ON THE USAGE OF KINDERGARTEN MATATAG CURRICULUM-BASED INSTRUCTIONAL MATERIALS**  
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**3) CAPACITY BUILDING IN TEACHING BEGINNING READING TO KS2-3 (GRADES 4-6; 7-10) ENGLISH TEACHERS; 4) WORKSHOP ON T**  
**Very truly yours,**  
**QUALITY ASSURANCE AND FINALIZATION OF DEVELOPED STORY BOOKS IN TEACHING**  
**KEY STAGE 1 NUMERACY**

\_\_\_\_\_  
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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 closed on October 23, 2024 9:00 AM, 2024 at DepdTacloban City Division Office, Real Street, Tacloban City

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

