



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



June 25, 2024

Date

035-GSB50-CY2024

BAC Sec. Quotation No:

Project Reference #:

Name of the Project:

Procurement of Office Equipment

Location of the Project:

Tacloban City

REQUEST FOR QUOTATION

Please quote your lowest price on the

Procurement of Office Equipment

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

July 1, 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		27,000.00	
June 25, 2024	to	July 1, 2024	
July 1, 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 required in
- 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

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

[illegible]

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: _____

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 Equipment

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 July 1, 2024 9:00 AM, 2024 at DepdTacloban City Division Office, Real Street, Tacloban City

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

