



**Republic of the Philippines**  
**Department of Education**  
 Region I  
 Schools Division Office  
 San Carlos City, Pangasinan

## REQUEST FOR QUOTATION

Reference No: 20241014-002; RFQ#070-A

Date: October 14, 2024

Fund Code: ROI-24-0436

MOP: Shopping

Contact No.: 9228972109

Contact Person: Urbano M. Benitez, Jr

Company/Business Name and Address

The Schools Division Office of San Carlos City, through the Bids and Awards Committee, now invites all qualified suppliers/bidders to quote the price **inclusive of VAT** on the items listed below. Submit your Quotation not later than **October 18, 2024, 9:00 AM** together with the following requirements, to wit:

1. **Mayor's/Business Permit,**
2. **PhilGEPS Registration Number Certificate,**
3. **Certificate of Registration (BIR Form 2303),**
4. **Notarized Sworn Statement (revised) for ABC more than Php50,000.00.**

**Note:**

1. The prospective bidder/supplier should have a **BIR registered Delivery Receipt/Service Invoice.**
2. The face of the envelope must contain the name of the Supplier/Bidder and the Name of the Project – similar to the manner of submission of bids in a Public Bidding.
3. It must be duly received by the RECORDS OFFICE through manual submission or send it through their e-mail address at records.sccp@deped.gov.ph at Schools Division Office of San Carlos City, Pangasinan, to be forwarded by personnel of Records Unit to the BAC Secretariat.
4. The submitted quotation shall be opened and read in the presence of the BAC Members and the undersigned or any representative in lieu of him/her.
5. The Winning Bidder should inform the Schools Division Superintendent of the delivery of goods in writing, three (3) days before the projected delivery through the Records Office through manual submission or through their official e-mail address as indicated above.

**URBANO M. BENITEZ, JR.**  
BUYER/END USER

GENERAL NAME OF THE ITEMS: SUPPLIES AND MATERIALS

Unit	Article	Quantity	Estimated Approved Unit Cost	Estimated Approved Total Cost	Quotation of Supplier		EVALUATION (Leave this space blank. For BAC/Evaluators only)
					Price per unit	Total Quotation	
ream	Bond Paper, A4, 70 GSM	15	P 200.00	P 3,000.00			
ream	Bond Paper, Long, 70 GSM	10	P 220.00	P 2,200.00			
ream	Bond Paper, Short, 70 GSM	7	P 190.00	P 1,330.00			
ream	White Vellum Board, A4, 180 GSM	7	P 410.00	P 2,870.00			
ream	White Vellum Board, Long, 180 GSM	2	P 490.00	P 980.00			
ream	White Folder, Short, 100s per pack	2	P 450.00	P 900.00			
ream	White Folder, Long, 100s per pack	2	P 630.00	P 1,260.00			
pack	Sticker Paper, A4, 10 sheets per pack	30	P 65.00	P 1,950.00			
pc	Pressboard Folder, Long	15	P 27.00	P 405.00			
pc	Pressboard Folder, Short	15	P 27.00	P 405.00			
pc	Clear Book, Long, 20 sheets	5	P 55.00	P 275.00			
pc	Clear Book, Short, 20 sheets	5	P 42.00	P 210.00			
pack	Glossy Photopaper, A4, 180 GSM	12	P 120.00	P 1,440.00			
pc	Envelope, Brown, Long	200	P 2.65	P 530.00			
pc	Envelope, Brown, Short	60	P 2.10	P 126.00			
pc	Envelope, Brown, Expanding, Long,	20	P 20.00	P 400.00			
pc	Envelope, Brown, Expanding, Short,	10	P 16.00	P 160.00			
box	Pencil, Lead with Eraser, No. 2	9	P 144.00	P 1,296.00			
pc	Ballpen with Cover, Black, 0.5mm Needle Tip	200	P 7.00	P 1,400.00			
pc	Permanent Marker, Broad, Black	10	P 32.00	P 320.00			
pc	Permanent Marker, Broad, Red	10	P 32.00	P 320.00			
pc	Spiral Notebook, Regular Size, 80 leaves	160	P 30.00	P 4,800.00			
pack	Vinyl Coated Paper Clip, , 100 pcs per pack	18	P 21.00	P 378.00			
pack	Paper Fastener, Vinyl Coated, 70mm, 50 sets per pack	5	P 110.00	P 550.00			
roll	Tape, Masking, width: 48mm (±1mm), length: 50 m	5	P 50.00	P 250.00			
roll	Tape, Transparent, width: 48mm (±1mm), length: 100 m	10	P 25.00	P 250.00			
roll	Tape, Double Adhesive, width: 2", length: 12 m	10	P 40.00	P 400.00			
bottle	Printer Ink 003, Black, 65 ml	7	P 275.00	P 1,925.00			
bottle	Printer Ink 003, Magenta, 65 ml	7	P 275.00	P 1,925.00			
bottle	Printer Ink 003, Cyan, 65 ml	7	P 275.00	P 1,925.00			
bottle	Printer Ink 003, Yellow, 65 ml	7	P 275.00	P 1,925.00			
pc	Multi-Purpose Scissors, 7 inches	5	P 65.00	P 325.00			
bottle	All Purpose Glue, 473 ml	5	P 435.00	P 2,175.00			
pack	Trash Bag, Black, XL	10	P 135.00	P 1,350.00			
pc	Rubber Coated/Double Shielded HDMI to HDMI Cable, 10 M	2	P 200.00	P 400.00			
pc	Extension Cord, 3-Gang with 2 USB Outlet, 3M	4	P 410.00	P 1,640.00			
pc	USB Flashdrive Type C, Dual-Port Design, 128 GB	5	P 470.00	P 2,350.00			



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URBANO M. BENITEZ, JR.

pc	Cardboard Certificate Holder, Green, A4	200	P	45.00	P	9,000.00		
pack	Foldback Clips, 41 MM, 12 pcs per pack	10	P	75.00	P	750.00		
pc	PVC Certificate Frame, A4	16	P	80.00	P	1,280.00		
unit	Wireless Presenter Clicker with Laser Remote Control, 2.4 GHz	2	P	950.00	P	1,900.00		
box	Staple Wire, No. 35	15	P	60.00	P	900.00		
<i>Please see preferred photos attached hereto</i>								
				<b>Total ABC: Php 58,175.00</b>				

**PURPOSE: SUPPLY AND DELIVERY OF MATERIALS AND SUPPLIES FOR THE DIVISION ORIENTATION ON SCHOOL-BASED FEEDING PROGRAM (SBFP) AND OTHER OPLAN SA KALUSUGAN (OKD) PROGRAMS FOR THE SY 2024-2025**

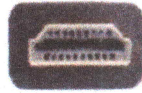
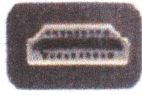
Reviewed and Checked By: \_\_\_\_\_  
 BACTWG \_\_\_\_\_ Canvassed By \_\_\_\_\_ Signature of Dealer \_\_\_\_\_

Address: Roxas Blvd., San Carlos City, Pangasinan  
 Tel. No./Fax No.: (075) 632-3293  
 Email Address: [sancarlos.city1@deped.gov.ph](mailto:sancarlos.city1@deped.gov.ph)

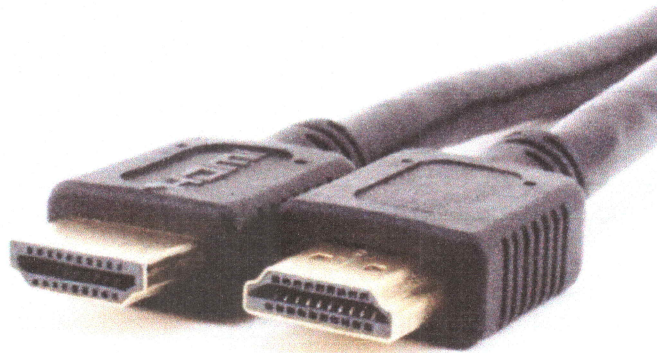




**PREFERRED PHOTO**



**20m**



**Rubber Coated/Double Shielded HDMI to HDMI Cable, 10 M**