



Republic of the Philippines
Department of Education
 Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250304-002; RFQ#017

Date: March 4, 2025
 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 **March 11, 2025, 5:00 PM** 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. The quotation and the documentary requirements stated above must be duly received by the RECORDS OFFICE **through manual submission (onsite) or 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: Office Supplies and Equipment

Unit	Article	Quantity	Estimated		Quotation of Supplier		EVALUATION (Leave this space blank. For BAC/Evaluators only)
			Approved Unit Cost	Estimated Approved Total Cost	Price per unit	Total Quotation	
unit	Basic Calculator, 12 Digits Cap	5	P 650.00	P 3,250.00			
pack	Sticky Notes, 3x4 inches, 100 sheets	15	P 60.00	P 900.00			
box	Thumbtacks, Gold, 100 pcs	4	P 25.00	P 100.00			
pc	Staple Remover, Claw Type	8	P 65.00	P 520.00			
pc	Storage Box, Plain, not less than 11x15x11 inches, with lid cover, made with thick chip board	15	P 567.00	P 8,505.00			
roll	Masking Tape, 34x10 inches	5	P 90.00	P 450.00			
pc	Clipboard, A4 with Cover	7	P 145.00	P 1,015.00			
pc	Clipboard, Long with Cover	7	P 160.00	P 1,120.00			
pc	Heavy Duty Puncher, 2-hole	3	P 256.00	P 768.00			
pc	A4 to Long Document Tray, Metal Mesh Type, 3 layers	5	P 925.00	P 4,625.00			
ream	Bond Paper, A4, Substance 20, 70 gsm	15	P 200.00	P 3,000.00			
ream	Bond Paper, Substance 20, Long, 70 gsm	15	P 224.00	P 3,360.00			
pc	Magazine Rack, Single, not less than 15x9x4, made with thick chip board	25	P 280.00	P 7,000.00			
pc	Black Sign Pen, Needlepoint, 0.5 mm	20	P 24.00	P 480.00			
pc	Blue Sign Pen, Needlepoint, 0.5 mm	20	P 24.00	P 480.00			
pc	Refillable Correction Tape, 5mmx5mm	7	P 54.00	P 378.00			
pc	Tape Dispenser, Medium	5	P 145.00	P 725.00			
pack	Press Board Folder, 9.5 inches x 14.5 inches, 10s	11	P 280.00	P 3,080.00			
set	Genuine Printer Ink, CYMB, 003	3	P 1,100.00	P 3,300.00			
box	Vinyl Coated Paper Clip, 50 mm, 100s	15	P 45.00	P 675.00			
bottle	Multi-Purpose Glue, 130 ml	3	P 90.00	P 270.00			
box	Bullet Tip Ballpen, 0.5 mm, Black, 50s	5	P 250.00	P 1,250.00			
pack	Specialty Paper, White, A4, 180 GSM, 10s	9	P 40.00	P 360.00			
box	Staple Wire, No. 35, 5000 staples/box	15	P 75.00	P 1,125.00			
roll	Double-sided Tape, 1/2", 10 meters	5	P 25.00	P 125.00			
pack	White Folder, Long, 100s	3	P 600.00	P 1,800.00			
box	Foldback Clip, 32 mm, Black, 12s	15	P 45.00	P 675.00			
unit	Portable External Hard Drive, 1 TB, USB-C, with USB 3.0 Cable	2	P 4,500.00	P 9,000.00			
box	Foldback Clip, 25 mm, Black, 12s	14	P 40.00	P 560.00			
pc	Heavy-duty Stapler No. 35, with built-in staple remover, size: 125 mm x 50 mm x55 mm	2	P 550.00	P 1,100.00			
			Total ABC: Php 59,996.00				

PURPOSE: SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND EQUIPMENT

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,
 Telephone No. 075-523 4527
 Website: <https://sdosancarloscity1.com>
 Email Address: sancarlos.city1@deped.gov.ph