



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250310-001; RFQ#021

Date: March 10, 2025
Fund Code: GAS MOOE 2025
MOP: Shopping
Contact No.: 9171925458
Contact Person: MARIA CRISTINA N. MAMORNO

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 17, 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:

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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.

MARIA CRISTINA N. MAMORNO
BUYER/END-USER

GENERAL NAME OF THE ITEMS: Office Supplies

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	
bottle	ALCOHOL, Ethyl, 500ml, must be branded	12	89.50	1,074.00			
gallon	ALCOHOL, Ethyl, 3.2 liters per gallon, must be branded	26	587.00	15,262.00			
book	CLEARBOOK, A4 size, 20 sheets	7	35.00	245.00			
book	CLEARBOOK, Legal size, 20 sheets	8	35.00	280.00			
pc	ERASER, plastic/rubber	7	11.00	77.00			
pc	SIGN PEN, Extra Fine Tip, Black	43	26.00	1,118.00			
pc	SIGN PEN, Fine Tip, Black	34	26.00	884.00			
pc	SIGN PEN, Medium Tip, Black	44	25.00	1,100.00			
pc	SIGN PEN, Extra Fine Tip, Blue	36	24.00	864.00			
pc	SIGN PEN, Fine Tip, Blue	26	26.00	676.00			
pc	SIGN PEN, Medium Tip, Blue	29	22.75	659.75			
pc	SIGN PEN, Medium Tip, Red	11	26.00	286.00			
pc	SIGN PEN, Medium Tip, Red	9	22.75	204.75			
pack	BATTERY, dry cell, size AA, 4pcs per pack	47	55.00	2,585.00			
pack	BATTERY, dry cell, size AAA, 4pcs per pack	42	40.00	1,680.00			
can	AIR FRESHENER, 300ml, must be branded	30	244.00	7,320.00			
pc	BROOM (Walis Tambo)	16	148.00	2,368.00			
bottle	CLEANER, Toilet Bowl and Urinal, 500ml, Ultra thick bleach, must be branded	16	123.00	1,968.00			
Plastic/Container	CLEANSER, Scouring Powder, 500g	7	50.00	350.00			
bar	DETERGENT POWDER, all purpose	28	9.00	252.00			
can	DISINFECTANT SPRAY, 170g, must be branded	24	300.00	7,200.00			
bottle	HAND SOAP, liquid, 500 ml	31	120.00	3,720.00			
Unit	MOP BUCKET (with spinner for floor cleaning tomado mops 360 wet and dry flat rotating mop with bucket)	2	499.00	998.00			
kilo	RAGS, round	11	69.47	764.17			
Roll/Pack	TRASHBAG, XXL size (black)	3	85.00	255.00			
Roll/Pack	TRASHBAG, Large size (black)	50	44.00	2,200.00			
Roll/Pack	TRASHBAG, XL size (black)	5	61.00	305.00			
Unit	EXTERNAL HARD DRIVE (1TB)	3	633.00	1,899.00			
pc	LIGHT EMITTING DIODE (LED) LINEAR TUBE, 18 watts	7	300.00	2,100.00			
bottle	GLUE, all-purpose, 40ml	20	30.00	600.00			
box	STAPLE WIRE, heavy duty (binder type), 23/13	9	63.00	567.00			
Roll	TAPE, electrical, 0,16mm x 19mm x 8meters	2	40.00	80.00			
Roll	TAPE, masking, 48 mm	8	88.00	704.00			
Roll	TAPE, transparent, 24 mm	28	25.00	700.00			
Tube	BLADE, for general purpose cutter/ utility knife	2	16.37	32.74			
Bundle	BINDING RING/ COMB, plastic, 32 mm	3	259.89	779.67			
Box	CLIP, backfold, 19mm	7	17.00	119.00			
Box	CLIP, backfold, 25mm	15	26.00	390.00			
Box	CLIP, backfold, 32mm	12	36.00	432.00			
Pc	CORRECTION TAPE, 5mm x 8m	108	25.00	2,700.00			
Pc	DATA FILE BOX (15"x9.5"x4.5"; accommodates both letter and legal sized documents)	43	147.00	6,321.00			
Box	DATER STAMP	5	59.00	295.00			
Box	ENVELOPE, Expanding, Kraft, legal size	3	939.95	2,819.85			
Box	FASTENER, LONG, PLASTIC, 8 1/2, 50 pcs per box	41	94.64	3,880.24			
Pc	FILE ORGANIZER, expanding, plastic, legal	7	90.20	631.40			



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MARIA CRISTINA N. MAMORNO

Set	DESCRIPTION	QTY	UNIT PRICE	TOTAL			
Set	FILE TAB DIVIDER, A4	2	35.00	70.00			
Bundle	FOLDER, Fancy with slide, A4	1	250.00	250.00			
Bundle	FOLDER, Fancy with slide, legal	1	275.00	275.00			
Pack	FOLDER, L-type, A4	9	200.28	1,802.52			
Pack	FOLDER, L-type, Legal	8	249.08	1,992.64			
Set	MARKER, flourescent	2	75.00	150.00			
Pc	MARKER, Permanent, bullet tip, Black	25	32.00	800.00			
Pc	MARKER, Permanent, bullet tip, Blue	14	32.00	448.00			
Pc	MARKER, Permanent, bullet tip, Red	6	32.00	192.00			
Pc	MARKER, Whiteboard, bullet tip, Black	6	61.00	366.00			
Pc	MARKER, Whiteboard, bullet tip, Blue	3	61.00	183.00			
Pc	MARKER, Whiteboard, bullet tip, Red	2	61.00	122.00			
Box	PAPER CLIP, vinyl/plastic coated, 33mm	28	15.00	420.00			
Pc	PUNCHER, paper, heavy duty	12	175.00	2,100.00			
Box	RUBBER BAND No. 18, 350 grams	11	135.20	1,487.20			
Pc	STAMP PAD, felt	9	50.00	450.00			
Pc	SCISSORS, symmetrical/assymetrical	32	65.00	2,080.00			
Pc	STAPLER, standard type	11	95.00	1,045.00			
Pc	STAPLER, heavy-duty (binder)	3	693.15	2,079.45			
Pc	TAPE DISPENSER, table top	12	132.00	1,584.00			
Pad	NOTEPAD, stick-on, 50mm x 76mm	10	15.00	150.00			
Pad	NOTEPAD, stick-on, 76mm x 100mm	5	25.00	125.00			
Pad	NOTEPAD, stick-on, 76mm x 76mm	2	21.00	42.00			
Pc	STENO NOTEBOOK	2	25.00	50.00			
Ream	PAPER, MULTICOPY, A4	96	188.00	18,048.00			
Ream	PAPER, MULTIPURPOSE, A4	105	188.00	19,740.00			
REAm	PAPER, MULTIPURPOSE, LEGAL	43	198.00	8,514.00			
Book	RECORD BOOK, 300 PAGES	13	80.00	1,040.00			
Book	RECORD BOOK, 500 PAGES	10	109.00	1,090.00			
Pack	TISSUE, INTERFOLDED PAPER TOWEL	33	50.00	1,650.00			
Pack	TOILET TISSUE PAPER, 2 ply	28	140.00	3,920.00			
Bottle	HAND SANITIZER, 300 ml, must be branded	6	75.00	450.00			
Can	INSECTICIDE, 500 ml, must be branded	13	265.00	3,445.00			
Book	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	2	187.00	374.00			
Cart	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	3	278.00	834.00			
Cart	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	2	289.00	578.00			
Cart	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	2	280.00	560.00			
Cart	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	2	289.00	578.00			
Pc	BALLPEN, retractable, 0.5mm, black	137	6.50	890.50			
Pack	STICKER PAPER, 10 pcs per pack	11	56.00	616.00			
Roll	DOUBLE SIDED TAPE, with foam, 1 inch	13	50.00	650.00			
Pack	PHOTO PAPER, matte, A4 size, 10 sheets per pack	12	76.00	912.00			
Pc	CERTIFICATE HOLDER, plastic type, A4 size	40	49.00	1,960.00			
Bottle	DISHWASHING LIQUID, 500 ml, must be branded	12	150.00	1,800.00			
Box	PLASTIC FASTENER, VINYL TYPE, 50 PCS	2	42.00	84.00			
Pack	SPECIALTY PAPER, 180 gsm, 10 sheets per pack	11	27.00	297.00			
Pc	EXTENSION CORD	2	340.00	680.00			
Pc	DOOR MAT, cloth fabric (50 x 40 cm)	7	30.00	210.00			



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Pack	DESCRIPTION	Quantity	Unit Price	Total Price
Pack	GLUE STICK (FOR GLUE GUN)	10	6.00	60.00
Box	DISPOSABLE GLOVES, 100 pcs per box	2	100.00	200.00
Pc	STORAGE BOX, 120 liters capacity	4	450.00	1,800.00
Pc	DATA FOLDER (A4 Plastic PP 2 ring Binder Lever Arch FileFolder)	2	83.01	166.02
		Total ABC: Php 169,156.90		

PURPOSE: SUPPLY AND DELIVERY OF SUPPLIES FOR THE 1ST QUARTER OF FY 2025 FOR SDO-SCC

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,
 Telephone No. 075-523 4527

Website: <https://sdosancarloscityr1.com>

Email Address: sancarlos.city1@deped.gov.ph