



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250616-001; RFQ#047

Date: June 16, 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 **June 23, 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.


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	
Gallon	ALCOHOL, 70% Ethyl, must be branded	32	600.00	19,200.00			
book	CLEARBOOK, A4 size, 20 sheets per book	7	85.00	595.00			
book	CLEARBOOK, Legal size, 20 sheets per book	8	85.00	680.00			
Pc	ERASER, plastic/rubber	8	11.00	88.00			
Pc	SIGN PEN, Extra Fine Tip, Black	62	32.00	1,984.00			
Pc	SIGN PEN, Medium Tip, Black	58	29.75	1,725.50			
Pc	SIGN PEN, Extra Fine Tip, Blue	36	32.00	1,152.00			
Pc	SIGN PEN, Medium Tip, Blue	41	29.75	1,219.75			
Pc	SIGN PEN, Medium Tip, Red	9	29.75	267.75			
Box	Fastener, metal, 50 pcs. per box	16	110.00	1,760.00			
Pack	BATTERY, dry cell, size AA, 4 pcs. per pack	79	94.00	7,426.00			
Pack	BATTERY, dry cell, size AAA, 4 pcs. per pack	61	128.00	7,808.00			
Can	AIR FRESHENER, 300ml, must be branded	43	330.00	14,190.00			
Pc	BROOM (Walis Tambo)	26	240.00	6,240.00			
Unit	Water Dispenser, hot, warm and cold	1	9,400.00	9,400.00			
Bottle	CLEANER, Toilet Bowl and Urinal, 500ml, Ultra thick bleach, must be brand	25	260.00	6,500.00			
Bar	DETERGENT BAR	8	120.00	960.00			
pouch	DETERGENT POWDER, all purpose, 65g	40	14.00	560.00			
Can	DISINFECTANT SPRAY, 170g, must be branded	29	400.00	11,600.00			
Bottle	HAND SOAP, liquid, 500 ml	37	130.00	4,810.00			
Unit	MOP BUCKET(with spinner for floor cleaning tornado mops 360 wet and dry flat rotating mop with bucket)	3	580.00	1,740.00			
Kilo	RAGS	11	150.00	1,650.00			
Roll/Pack	TRASHBAG, XXL size, 10pcs per roll/pack	3	150.00	450.00			
Roll/Pack	TRASHBAG, Large size, 10pcs per roll/pack	85	95.00	8,075.00			
Roll/Pack	TRASHBAG, XL size, 10pcs per roll/pack	10	135.00	1,350.00			
Sachet	FABRIC CONDITIONER, 30ml	240	18.00	4,320.00			
Bottle	Ink for stamp pad, 30ml, blue	2	90.00	180.00			
Unit	EXTERNAL HARD DRIVE (1TB)	3	4,500.00	13,500.00			
Pack	PLASTIC CUPS, 8oz,50pcs per pack	10	32.00	320.00			
Piece	PLASTIC FOLDER JACKET (TRANSPARENT) - LEGAL	18	65.00	1,170.00			
Pc	LIGHT EMITTING DIODE (LED) LINEAR TUBE, 18 watts	7	550.00	3,850.00			
Bottle	GLUE, all-purpose, 40ml	20	50.00	1,000.00			
Box	STAPLE WIRE, heavy duty (binder type), 23/13	12	130.00	1,560.00			
		Sub-total		137,331.00			
Roll	TAPE, electrical	3	45.00	135.00			
Roll	TAPE, masking, 24 mm	1	75.00	75.00			
Roll	TAPE, masking, 48 mm	11	90.00	990.00			
Roll	TAPE, transparent, 24 mm	29	31.00	899.00			
Roll	TAPE, transparent, 48 mm	1	31.00	31.00			
Roll	TWINE, Plastic	1	95.00	95.00			



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MARIA CRISTINA N. MAMORNO

Pack	STICKER PAPER, 10 pcs per pack	11	65.00	715.00			
Roll	DOUBLE SIDED TAPE, with foam, 1 inch	13	50.00	650.00			
Pack	PHOTO PAPER, matte, A4 size, 10 sheets per pack	22	200.00	4,400.00			
Pc	CERTIFICATE HOLDER, plastic type, A4 size	40	45.00	1,800.00			
Bottle	DISHWASHING LIQUID, 500 ml, must be branded	12	200.00	2,400.00			
Box	PLASTIC FASTENER, vinyl type, 50 pcs	2	50.00	100.00			
Pack	SPECIALTY PAPER, 180 gsm, 10 sheets per pack	16	47.00	752.00			
Pc	UNIVERSAL EXTENSION CORD- 4 gang extension with 1 switch, cord length- 6ft or 1.83meters, 2500watts	2	890.00	1,780.00			
Pc	DOOR MAT, cloth fabric (50 x40cm)	7	195.00	1,365.00			
Pack	GLUE STICK (FOR GLUE GUN) - small	10	195.00	1,950.00			
Box	DISPOSABLE GLOVES, 100 pcs per box	2	125.00	250.00			
Pc	STORAGE BOX, 120 liters capacity	4	1,200.00	4,800.00			
Cart	INK CARTRIDGE, EPSON 001, Black	2	705.00	1,410.00			
Cart	INK CARTRIDGE, EPSON 001, Cyan	3	465.00	1,395.00			
Cart	INK CARTRIDGE, EPSON 001, Magenta	3	465.00	1,395.00			
Cart	INK CARTRIDGE, EPSON 001, Yellow	3	465.00	1,395.00			
Pc	DATA FOLDER (A4 Plastic PP 2 ring Binder Lever Arch FileFolder)	2	130.00	260.00			
		Sub-total		111,669.50			
		Total ABC: Php 297,471.50					

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

Canvassed By

Signature of Dealer



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

Website: <https://sdosancarloscityr1.com>

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