

Republic of the Philippines **Department of Education**

Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

ference No: 20250616-001; RFQ#047		
Company/Business Nam	d Adduses	

Date: June 16, 2025
Fund Code: GAS MOOE 2025

MOP: Shopping
Contact No.: 9171925458

Contact Person: MARIA CRISTINA N. MAMORNO

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.

GENERAL NAME OF THE ITEMS:

Office Supplies

MARIA CRISTINA N. MAMORNO BUYER/END-USER

			Estimated	Estimated Approved	Quotation	of Supplier	EVALUATION
Unit	Article	Quantity	Approved Unit Cost	Estimated Approved Total Cost	Price per unit	Total Quotation	(Leave this space blank. For BAC/Evaluators only)
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 Pc	ERASER, plastic/rubber SIGN PEN, Extra Fine Tip, Black	62	11.00 32.00	88.00 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			
	BATTERY, dry cell, size AA, 4 pcs. per pack	79	94.00	7,426.00			
Pack		61	128.00	7,808.00			
Pack Can	BATTERY, dry cell, size AAA, 4 pcs. per pack AIR FRESHENER, 300ml, must be branded	43	330.00	14,190.00			
	BROOM (Walis Tambo)	26	240.00	6,240.00			
PC				9,400.00			
Unit	Water Dispenser, hot, warm and cold	1	9,400.00				
Bottle	CLEANER, Toilet Bowl and Urinal, 500ml, Ultra thick bleach, must be brand		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		partie.	
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		کر	
Unit	EXTERNAL HARD DRIVE (1TB)	3	4,500.00	13,500.00			
Pack	PLASTIC CUPS, 8oz,50pcs per pack	10	32.00	320.00			
	PLASTIC FOLDER JACKET (TRANSPARENT) - LEGAL	18	65.00	1,170.00			
Piece	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			
Вах	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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Date: June 16, 2025 Fund Code: GAS MOOE 2025

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BALLPEN, retractable, 0.5mm, black

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				MARIA	CRISTINA N. MAMORNO
Bundle	[BINDING RING/ COMB, plastic, 32 mm	3	400.00	1,200.00	CRISTINA IV. IVIAIVIORINO
Box	CLIP, backfold, 19mm	7	30.00	210.00	
Box	CLIP, backfold, 25mm	16	35.00	560.00	
Box	CLIP, backfold, 32mm	12	50.00	600.00	
Pc	CORRECTION TAPE, 5mm x 8m	129	30.00	3,870_00	
Pc	DATA FILE BOX (15"x9.5"X4.5"; accommodates both letter and legal sized documents)	44	180.00	7,920.00	
Box	DATER STAMP	5	80.00	400.00	
Piece	ERASER, felt for blackboard/whiteboard	1	25.00	25.00	
Box	ENVELOPE, Expanding, Kraft, legal size	3	1,500.00	4,500_00	
Box	FASTENER, LONG, PLASTIC, 8 1/2, 50 pcs per box	48	160.00	7,680.00	
Pc	FILE ORGANIZER, expanding, plastic, legal	7	216.00	1,512.00	
Set	FILE TAB DIVIDER, A4	2	130.00	260.00	
Bundle	FOLDER, Fancy with slide, A4	1	475.00	475.00	
Bundle	FOLDER, Fancy with slide, legal	1	500.00	500.00	
Pack	FOLDER, L-type, A4	9	85.00	765.00	
Set	MARKER, flourescent	2	90.00	180.00	
Pc	MARKER, Permanent, bullet tip,Black	26	41.00	1,066.00	
Pc	MARKER, Permanent, bullet tip,Blue	14	41.00	574.00	
Pc	MARKER, Permanent, bullet tip, Red	6	41.00	245.00	
PC	MARKER, Whiteboard, bullet tip, Black	7	64.00	448.00	
		4	64.00	256.00	
Pc	MARKER, Whiteboard, bullet tip, Blue				
Pc	MARKER, Whiteboard, bullet tip, Red	2	64.00	128.00	
Pc	PUNCHER, paper, heavy duty	12	250.00	3,000.00	
Box	RUBBER BAND No. 18,350grams	12	229.00	2,748.00	
Pc	STAMP PAD, felt	9	52.00	468.00	
Pc	SCISSORS, symmetrical/assymmetrical	32	70.00	2,240.00	
Pc	STAPLER, standard type	11	160.00	1,760.00	
Pc	TAPE DISPENSER, table top	12	160.00	1,920.00	
Pad	NOTEPAD, stick-on, 50mm x 76mm	15	39.00	585.00	
Pad	NOTEPAD, stick-on, 76mm x 100mm	5	30.00	150.00	
		Sub-total		48,471.00	
Pad	NOTEPAD, stick-on, 76mm x 76mm	2	30.00	60.00	
Pc	STENO NOTEBOOK, 60 leaves,50gsm	2	45.00	90.00	
Book	RECORD BOOK, 300 PAGES	13	150.00	1,950.00	
Book	RECORD BOOK, 500 PAGES	12	160.00	1,920.00	
Pack	TISSUE, INTERFOLDED PAPER TOWEL	34	90.00	3,060.00	
Can	INSECTICIDE, 500 ml, must be branded	14	495.00	6,930.00	
Book	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	2	360.00	720.00	
Cart	INK CARTRIDGE, EPSON 003, Black	118	278.00	32,804.00	
Cart	INK CARTRIDGE, EPSON 003, Cyan	44	275.00	12,100.00	
Cart	INK CARTRIDGE, EPSON 003, Magenta	44	275.00	12,100.00	
Cart	INK CARTRIDGE, EPSON 003, Yellow	43	275.00	11,825.00	
	CALL DEAL and and the A Form block	100	6.50	1 202 50	



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MARIA CRISTINA N. MAMORNO

		Total	ABC: Php 29	7,471.50			
		Sub-total		111,669.50			
Pc	DATA FOLDER (A4 Plastic PP 2 ring Binder Lever Arch FileFolder)	2	130.00	260.00			
Cart	INK CARTRIDGE, EPSON 001, Yellow	3	465.00	1,395.00			
Cart	INK CARTRIDGE, EPSON 001, Magenta	3	465.00	1,395.00			
Cart	INK CARTRIDGE, EPSON 001, Cyan	3	465.00	1,395.00			
Cart	INK CARTRIDGE, EPSON 001, Black	2	705.00	1,410.00			
Pc	STORAGE BOX, 120 liters capacity	4	1,200.00	4,800.00			
Box	DISPOSABLE GLOVES, 100 pcs per box	2	125.00	250.00			
Pack	GLUE STICK (FOR GLUE GUN) - small	10	195.00	1,950.00			
Pc	DOOR MAT, cloth fabric (50 x40cm)	7	195.00	1,365.00			
Pc	UNIVERSAL EXTENSION CORD- 4 gang extension with 1 switch, cord length- 6ft or 1.83meters, 2500watts	2	890.00	1,780.00			
Pack	SPECIALTY PAPER, 180 gsm, 10 sheets per pack	16	47.00	752.00			
Box	PLASTIC FASTERNER, vinyl type, 50 pcs	2	50.00	100.00			
Bottle	DISHWASHING LIQUID, 500 ml, must be branded	12	200.00	2,400.00			
Pc	CERTIFICATE HOLDER, plastic type, A4 size	40	45.00	1,800.00			
Pack	PHOTO PAPER, matte, A4 size, 10 sheets per pack	22	200.00	4,400.00		+	
Pack Roll	STICKER PAPER, 10 pcs per pack DOUBLE SIDED TAPE, with foam, 1 inch	11 13	50.00	715.00 650.00	- 1		

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





Signature of Dealer

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

Website: https://sdosancarloscityr1.com Email Address: sancarlos.city1@deped.gov.ph