



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20250702-003; RFQ#053

Date: July 2, 2025
Fund Code: ROI-25-0051
MOP: Shopping
Contact No.: 9507491336
Contact Person: MINERVA A. MUÑOZ

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 **July 9, 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.

MINERVA A. MUÑOZ
BUYER/END-USER

GENERAL NAME OF THE ITEMS: 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	
pc	Tote bag (jute material, 33cmx24cmx12cm)	65	150.00	P9,750.00			
pc	Sign Pen (0.5mm black)	65	32.00	P2,080.00			
set	Printer Ink #003 (genuine, 60 ml, black, cyan, magenta and yellow)	3	1145.00	P3,435.00			
ream	Bond Paper (A4 size, substance 20, 70 gsm)	22	200.00	P4,400.00			
pack	Specialty Paper (A4 10's, 180 gsm, white)	20	47.00	P940.00			
pc	Steno Notebook (spiral, 60 leaves)	65	60.00	P3,900.00			
box	Marker (permanent, broad, black, branded 12pcs/box)	1	600.00	P600.00			
pc	Cartolina (assorted light colors)	35	10.00	P350.00			
pc	Certificate holder (A4 size, red)	10	45.00	P450.00			
ream	Folder (A4 Kraft Board, 100s, outside brown, inside white)	2	600.00	P1,200.00			
pc	Correction Tape (8m)	10	40.00	P400.00			
pad	Intermediate pad (80 leaves)	200	30.00	P6,000.00			
pc	Spiral Notebook (60 sheets)	300	48.00	P14,400.00			
pc	Ballpen (retractable, 0.5mm, black blue and red)	300	7.00	P2,100.00			
pc	Pencil (led with eraser #2)	200	12.00	P2,400.00			
pc	Backpack (56x30x19 cm, big size, unisex, simple style, fit for middle schoolers and commuting to work, color: sky blue with black lining material: ballistic nylon)	100	500.00	P50,000.00			
box	Binder Clip (50mm, 12 pcs/box)	12	70.00	P840.00			
box	Binder Clip (40mm, 12 pcs/box)	12	55.00	P660.00			
box	Paper Clip (vinyl coated, jumbo, 50mm, 100 pcs/box)	10	30.00	P300.00			
pc	Documentary Envelope (brown, legal)	200	5.00	P1,000.00			
pc	Expanded Envelope (long, blue)	100	18.00	P1,800.00			
box	Stapler wire #35	4	60.00	P240.00			
		Total ABC: Php 97,495.00					

PURPOSE: PROCUREMENT OF SUPPLIES AND MATERIALS FOR THE CONDUCT OF CLUSTER ADM CONVERGENCE AMONG SOUTHWESTERN SDO OF REGION I

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,
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