



Republic of the Philippines  
**Department of Education**  
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

## REQUEST FOR QUOTATION

Reference No: 20250716-002; RFQ#053-A

Date: July 16, 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 21, 2025, 1:00 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<br>(Leave this space blank.<br>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)                                                                                                  | 2        | 1145.00                      | P2,290.00 ~                   |                       |                 |                                                                    |
| ream                            | Bond Paper (A4 size, substance 20, 70 gsm)                                                                                                                          | 16       | 200.00                       | P3,200.00 ~                   |                       |                 |                                                                    |
| 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)                                                                                                                                   | 30       | 10.00                        | P300.00 ~                     |                       |                 |                                                                    |
| 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)                                                                                                                                                | 5        | 40.00                        | P200.00 ~                     |                       |                 |                                                                    |
| pad                             | Intermediate pad (80 leaves)                                                                                                                                        | 200      | 30.00                        | P6,000.00 ~                   |                       |                 |                                                                    |
| pc                              | Spiral Notebook (60 sheets)                                                                                                                                         | 200      | 48.00                        | P9,600.00 ~                   |                       |                 |                                                                    |
| pc                              | Ballpen (retractable, 0.5mm, black blue and red)                                                                                                                    | 200      | 7.00                         | P1,400.00 ~                   |                       |                 |                                                                    |
| 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)                                                                                                                                      | 5        | 70.00                        | P350.00 ~                     |                       |                 |                                                                    |
| box                             | Binder Clip (40mm, 12 pcs/box)                                                                                                                                      | 5        | 55.00                        | P275.00 ~                     |                       |                 |                                                                    |
| box                             | Paper Clip (vinyl coated, jumbo, 50mm, 100 pcs/box)                                                                                                                 | 5        | 30.00                        | P150.00 ~                     |                       |                 |                                                                    |
| pc                              | Documentary Envelope (brown, legal)                                                                                                                                 | 200      | 5.00                         | P1,000.00 ~                   |                       |                 |                                                                    |
| pc                              | Expanded Envelope (long, blue)                                                                                                                                      | 75       | 18.00                        | P1,350.00 ~                   |                       |                 |                                                                    |
| box                             | Stapler wire #35                                                                                                                                                    | 1        | 60.00                        | P60.00 ~                      |                       |                 |                                                                    |
| <b>Total ABC: Php 97,495.00</b> |                                                                                                                                                                     |          |                              |                               |                       |                 |                                                                    |

PURPOSE: PROCUREMENT OF SUPPLIES AND MATERIALS FOR THE CONDUCT OF CLUSTER ADM CONVERGES AMONG SOUTHWESTERN SDO OF REGION I (REBID)

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](mailto:sancarlos.city1@deped.gov.ph)