



Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

REQUEST FOR QUOTATION

Reference No: 20251125-001; RFQ#134-B

Date: November 25, 2025
Fund Code: ROI-24-1722
MOP: Shopping
Contact No.: 9122410345
Contact Person: VERONICA A. NAVAL

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 **December 01, 2025, 10:00 AM** 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.

Veronica A. Naval

VERONICA A. NAVAL
BUYER/END-USER

GENERAL NAME OF THE ITEMS: **Supplies and Materials**

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	
ream	Bond Paper, A4, 70 GSM	20	P 250.00	P 5,000.00			
ream	Bond Paper, Long, 70 GSM	5	P 300.00	P 1,500.00			
pack	White Yellum Board (10 pcs. Per pack., A4 size, 180 GSM)	15	P 60.00	P 900.00			
pack	Sticker Paper, A4, Matte (10 sheets per pack)	15	P 70.00	P 1,050.00			
pc	Certificate Holder, A4 (With 2 hangers for portrait and landscape orientations, Blue)	60	P 70.00	P 4,200.00			
pc	Transparent Packaging Tape (48mmx100m)	10	P 70.00	P 700.00			
set	Genuine Printer Ink, (CYMB) #003	6	P 1,145.00	P 6,870.00			
pc	Expanding Envelope, Long	40	P 25.00	P 1,000.00			
pc	Sliding Folder (Legal, Paperboard)	35	P 20.00	P 700.00			
pc	Sliding Folder, (A4, Paperboard)	60	P 15.00	P 900.00			
pc	Heavy-duty Stapler with Staple Remover	2	P 600.00	P 1,200.00			
pack	Folder (L-Type, A4, 12 pcs. Per pack)	10	P 150.00	P 1,500.00			
pack	Folder (L-Type, Long, 12 pcs. Per pack)	10	P 200.00	P 2,000.00			
pc	Correction Tape, 5mmx5m	15	P 50.00	P 750.00			
pack	Colored File Divider (A4, 10 sets - 50 pcs per set, Hi-Quality Durable Paper)	15	P 350.00	P 5,250.00			
pack	Colored File Divider (Long, 10 sets - 50pcs per set, Hi-Quality Durable Paper)	10	P 400.00	P 4,000.00			
bottle	Multi-Purpose Glue, 240 g	10	P 150.00	P 1,500.00			
box	Binder Clip Fold Back (50mm , 12 pcs per box)	10	P 100.00	P 1,000.00			
pack	Specialty Paper (A4 size, 180gsm,color cream, 10 pcs per pack)	5	P 70.00	P 350.00			
box	Paper Clip (Vinyl/plastic coated 33mm, 100 pcs per box)	16	P 25.00	P 400.00			
box	Paper Clip, (Vinyl/plastic coated 50mm, 100 per box)	16	P 40.00	P 640.00			
pc	Snake and Ladders Boards (32cm*32cm)	1	P 360.00	P 360.00			
pc	Foldable wooden checker chess game board (29cm*29cm)	1	P 600.00	P 600.00			
pc	54 pcs Wooden Toy Building Blocks	1	P 200.00	P 200.00			
set	168 Art Kit, Drawing Painting Art Supplies	1	P 230.00	P 230.00			
pc	Permanent Marker (Black, Bullet tip)	20	P 60.00	P 1,200.00			
pc	Printer Functions: Print,Scan and Copy Print Speed: 6.8 IPS (Inches Per Second) for color, 14.3 IPS for black. Resolution: Up to 5760 x 1440 dpi Printer Type: Inkjet Media Size Support: Legal (8.5 x 14"), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6 Paper Capacity: Up to 100 sheets of Plain paper (80 g/m2) Up to 20 sheets of Premium Glossy Photo Paper Weight: Approximately 3.9 kg Dimensions: 375 x 347 x 179 mm (W x D x H)	1	P 14,000.00	P 14,000.00			
				Total Amount	P 58,000.00		
				Total ABC: Php 58,000.00			

PURPOSE: PROCUREMENT OF SUPPLIES AND MATERIALS AND EQUIPMENT

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan
Telephone No. 075-523 4527
Website: <https://sdcosancarloscity1.com>
Email Address: sancarlos.city1@deped.gov.ph