



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

SCHOOLS DIVISION OFFICE OF SAN CARLOS CITY PANGASINAN

## REQUEST FOR QUOTATION

Reference No: 20251119-001; RFQ#156

Date: November 19, 2025  
Fund Code: GAS MOOE 2025  
MOP: Shopping  
Contact No.: 0917-192-5458  
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 **November 27, 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](mailto: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:

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	
Bottle	ALCOHOL, 70% Ethyl, 500ml - must be branded	28	170.00	4,760.00			
Pc	SIGN PEN, Extra Fine Tip, Black (0.4mm)	59	35.00	2,065.00			
Pc	SIGN PEN, Fine Tip, Blue (0.5mm)	15	35.00	525.00			
Pc	SIGN PEN, Medium Tip, Blue (0.7mm)	6	35.00	210.00			
Pack	BATTERY, dry cell, size AA, 4 pcs. per pack	67	140.00	9,380.00			
Pack	BATTERY, dry cell, size AAA, 4 pcs. per pack	43	172.00	7,396.00			
Pc	BROOM (Walis Tambo)	23	198.00	4,554.00			
Pc	BROOM (Walis Ting-ting)	3	61.00	183.00			
Bottle	CLEANER, Toilet Bowl and Urinal, 500ml, Ultra thick bleach, must be branded	27	272.00	7,344.00			
Pc	DETERGENT BAR, 370g	19	99.00	1,881.00			
Sachet	DETERGENT POWDER, all purpose, 65g	37	29.00	1,073.00			
Bottle	HAND SOAP, liquid, 500 ml	22	182.00	4,004.00			
Roll/Pack	TRASHBAG, Large size, 10pcs per roll/pack	74	97.00	7,178.00			
Roll/Pack	TRASHBAG, XL size, 10pcs per roll/pack	4	124.00	496.00			
Sachet	FABRIC CONDITIONER, 30ml	260	18.00	4,680.00			
Bottle	Ink for stamp pad, 60ml, blue	13	44.00	572.00			
Pc	FLASH DRIVE, 64GB	1	740.00	740.00			
Pc	LIGHT EMITTING DIODE (LED) LINEAR TUBE, 18 watts	2	495.00	990.00			
Bottle	GLUE, all-purpose, 40ml	5	66.00	330.00			
Box	STAPLE WIRE, heavy duty No. 35	8	60.00	480.00			
Pc	TAPE, Electrical (1inch)	1	66.00	66.00			
Roll	TAPE, masking, 24 mm	9	56.00	504.00			
Roll	TAPE, masking, 48 mm	7	112.00	784.00			
Roll	TAPE, transparent, 24 mm	6	30.00	180.00			
Roll	TAPE, transparent, 48 mm	4	53.00	212.00			
Roll	TAPE, packaging, 48 mm	3	70.00	210.00			





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Roll	TWINE, Plastic	3	80.00	240.00			
Pc	CALCULATOR, Compact, 12 digits, dual power	1	540.00	540.00			
Box	CLIP, backfold, 25mm	5	38.00	190.00			
Box	CLIP, backfold, 33mm	2	61.00	122.00			
Pc	CORRECTION TAPE, 5mm x 8m	107	38.00	4,066.00			
Pc	DATA FILE BOX (15"x9.5"x4.5"; accommodates both letter and legal sized documents)	8	223.00	1,784.00			
Box	PAPER CLIP, vinyl/plastic coated, 33mm	14	15.00	210.00			
Box	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	14	30.00	420.00			
Box	FASTENER, LONG, PLASTIC, 8-1/2 / 70mm, 50 pcs per box	11	120.00	1,320.00			
Pc	MARKER, Permanent, bullet tip, Black	9	49.00	441.00			
Pc	MARKER, Permanent, bullet tip, Blue	5	49.00	245.00			
Pc	MARKER, Whiteboard, bullet tip, Black	3	66.00	198.00			
Pc	MARKER, Whiteboard, bullet tip, Blue	2	66.00	132.00			
Pc	PUNCHER, paper, heavy duty	2	250.00	500.00			
Box	RUBBER BAND No. 18, 350grams	2	231.00	462.00			
Pc	STAMP PAD, felt	2	65.00	130.00			
Pad	NOTEPAD, stick-on, 50mm x 76mm, 100s	13	35.00	455.00			
Pad	NOTEPAD, stick-on, 76mm x 100mm, 100s	3	46.00	138.00			
Ream	BOND PAPER, A4, 70gsm	278	200.00	55,600.00			
Ream	BOND PAPER, Legal, 70gsm	122	224.00	27,328.00			
Book	RECORD BOOK, 300 PAGES	5	91.00	455.00			
Book	RECORD BOOK, 500 PAGES	6	160.00	960.00			
Pack	TISSUE, INTERFOLDED PAPER TOWEL, Eco-Friendly, 150 pulls	19	100.00	1,900.00			
Pack	TOILET TISSUE PAPER, 2PLY, 300s	32	210.00	6,720.00			
Can	INSECTICIDE, 500ml, must be branded	6	396.00	2,376.00			





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Pc	BALLPEN, retractable, 0.5mm, black	129	7.00	903.00		
Bottle	INK, 003, Black, 65ml	78	278.00	21,684.00		
Bottle	INK, 003, Cyan	35	275.00	9,625.00		
Bottle	INK, 003, Magenta	35	275.00	9,625.00		
Bottle	INK, 003, Yellow	35	275.00	9,625.00		
Pack	SPECIALTY PAPER, 180 gsm, 10 sheets per pack	3	58.00	174.00		
Bottle	INK, 001, Black	6	637.50	3,825.00		
Bottle	INK, 001, Cyan	5	447.50	2,237.50		
Bottle	INK, 001, Magenta	5	447.50	2,237.50		
Bottle	INK, 001, Yellow	5	447.50	2,237.50		
Bottle	INK, T6641, Black	8	420.00	3,360.00		
Bottle	INK, T6642, Cyan	5	350.00	1,750.00		
Bottle	INK, T6641, Magenta	5	350.00	1,750.00		
Bottle	INK, T6641, Yellow	5	350.00	1,750.00		
Pc	MAINTENANCE BOX FOR EPSON L6270	2	1,300.00	2,600.00		
Pc	ENVELOPE, Plastic, Long	100	21.00	2,100.00		
Pc	ENVELOPE CHARGER BQ-CC51 WITH 4-SLOT AA/AAA RECHARGEABLE, BATTERY 1.2V NiMH 2550mAh	1	2,100.00	2,100.00		
		Total ABC: Php		245,312.50		

PURPOSE: SUPPLY AND DELIVERY OF SUPPLIES AND EQUIPMENT FOR THE 2ND SEMESTER FY 2025 FOR SDO-SCC

Canvassed By

Signature of Dealer



Address: Roxas Blvd., San Carlos City, Pangasinan, Philippines,  
Telephone No. 075-523 4527  
Website: <https://sdosancarloscity1.com>  
Email Address: [sancarlos.city1@deped.gov.ph](mailto:sancarlos.city1@deped.gov.ph)