



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

Name of Procuring Entity: **TAYTAY ELEMENTARY SCHOOL** Request for Quotation (P.R. No.): **2021-01-0001**

Revised on: _____ Date: JAN. 20, 2021

Standard Form/Title: **REQUEST FOR QUOTATION** End-User: **Taytay Elementary School**

COMPANY NAME:

ADDRESS:

TEL NO./FAX NO.:

Please quote your lowest price for the package described below, subject to the Terms and Conditions stated below and submit your quotation duly signed by your representative not later than **9:00 A.M./PM** of 26 JAN 2021 in the return envelope attached herewith.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written
2. PhilGEPS Registration Certificate shall be attached upon submission of the quotation
3. Bidders shall submit original brochures showing certifications of the package, if applicable
4. Agency may proceed with procurement upon receipt of three (3) quotation
5. Winning supplier is required deliver first the item/s


ESTERLINA W. LUMAMBA
 BAC Chairperson

LOT NO.	ITEM NO.	ITEMS & DESCRIPTION	QTY.	UNIT	PRICE QUOTATION
1	1	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	2	pad	
	2	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	150	reams	
	3	PAPER, Multi-Purpose (COPY) A4, 70 gsm	20	reams	
	4	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	5	reams	
	5	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	2	book	
	6	BATTERY, dry cell, AA, 2 pieces per blister pack	2	pack	
	7	BATTERY, dry cell, AAA, 2 pieces per blister pack	2	pack	
	8	GLUE, all purpose, gross weight: 200 grams min	20	jar	
	9	STAPLE WIRE, STANDARD, (26/6)	19	box	
	10	TAPE, TRANSPARENT, width: 24mm (±1mm)	20	roll	



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	11	TAPE, TRANSPARENT, width: 48mm (±1mm)	40	roll	
	12	CORRECTION TAPE, film base type, UL 6m min	20	piece	
	13	FASTENER, METAL, 70mm between prongs	10	box	
	14	PAPER CLIP, vinyl/plastic coat, length: 32mm min	5	box	
	15	PAPER CLIP, vinyl/plastic coat, length: 50mm min	20	box	
	16	PUNCHER, paper, heavy duty, with two hole guide	1	piece	
	17	STAPLER, STANDARD TYPE, load cap: 200 staples min	18	piece	
	18	STAPLE REMOVER, PLIER-TYPE	3	piece	
	19	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	26	piece	
	20	Ballpen Black	25	piece	
	21	Ballpen Blue	25	piece	
	22	CD-RW	12	piece	
	23	Double Sided Tape	5	roll	
	ABC:	39,270.50			
2	1	INSECTICIDE, aerosol type, net content: 600ml min	5	can	
	2	BROOM, soft (tambo)	5	piece	
	3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	18	bottle	
	4	DETERGENT POWDER, all purpose, 1kg	5	pack	
	5	Disinfectant/Bleach	7	gallon	
	ABC:	3427.58			
3	1	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	5	gallon	
	2	HAND SOAP, Liquid, 500ml	23	bottle	
	3	SURGICAL MASK, 3-ply	250	piece	
	ABC:	8,166.08			
4	1	Printer 3 in 1	2	unit	
	ABC:	20,000.00			
5	1	Printer Ink for Epson L3110 Black	bottle	16	
	2	Printer Ink for Epson L3110 Cyan	bottle	8	
	3	Printer Ink for Epson L3110 Magenta	bottle	8	



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	4	Printer Ink for Epson L3110 Yellow	bottle	8	
	5	Printer Ink for Brother J200, Black	bottle	12	
	6	Printer Ink for Brother J200 Cyan	bottle	12	
	7	Printer Ink for Brother J200 Magenta	bottle	12	
	8	Printer Ink for Brother J200 Yellow	bottle	12	
	9	Printer Ink for Brother T310, Black	bottle	8	
	10	Printer Ink for Brother T310 Cyan	bottle		
	11	Printer Ink for Brother T310 Magenta	bottle		
	12	Printer Ink for Brother T310 Yellow	bottle	8	
	13	Master Roll	roll	1	
	14	Ink for Riso	ink	2	
	ABC:Php	22,403.00			
6	1	Mineral Bottled Water	bottle	20	
	2	Coffee 3 in 1	dozen	1	
	3	Biscuit	pack	2	
	ABC:Php	444.00			
7	1	Fire Extinguisher Refill	tank	6	
	ABC:Php	3,600.00			
8	1	Internet Load Card	card	2	
	2	Load Card Subsidy	card	2	
	ABC:Php	4,000.00			
9	1	Internet Modem	unit	1	
	ABC:Php	2,000.00			
10	1	Water	gal	40	
	ABC:Php	1,000.00			
	TOTAL ABC: Php	104,311.16			

**refer to Technical Specifications for details*

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above.

Printed Name / Signature / Date



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