



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

Name of Procuring Entity: **Molugan National High School -SHS** Request for Quotation (P.R. No.): **2024-04-0025**

Revised on: _____ Date: 4/18/2024

Standard Form/Title: **REQUEST FOR QUOTATION** End-User: **Molugan National High School SHS**

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 10:00 A.M./PM of _____ in the return envelope attached herewith.

- TERMS and CONDITIONS:**
1. All entries must be typewritten or legibly written
 2. PhilGEPS Registration Certificate, Business Permit and other supporting documents 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 must deliver the supplies within ten (10)days upon receipt of the Purchase Order.
 6. Payment shall be made upon complete delivery and inspection of the supplies.
 7. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the cost of the unperformed/undelivered portion for every day of delay shall be imposed.
 8. Do not leave blank or do not write NA. Any incomplete details will not be included.


RAPHY B. BUMA-AT
 BAC Chairperson

Lot 1 : Procurement for Various Office Supplies	Approved Budget for the Contract (ABC) for LOT 1	Twenty-Six Thousand Sixty-Five Pesos and Seven Centavos (Php 26,065.07)
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Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATIO N PER UNIT	SUBTOTAL (A x B)
	4	CLEARBOOK, Legal size	20	piece		
	6	SIGN PEN, Extra Fine Tip, Black	20	piece		
	9	SIGN PEN, Extra Fine Tip, Blue	20	piece		
	12	SIGN PEN, Extra Fine Tip, Red	20	piece		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT	SUBTOTAL (A x B)
1	74	TAPE, masking, 24mm	20	roll		
	75	TAPE, masking, 48 mm	20	roll		
	77	TAPE, transparent, 24mm	20	roll		
	78	TAPE, transparent, 48 mm	20	roll		
	94	ENVELOPE, Documentary, A4	2	box		
	109	FOLDER, pressboard	2	box		
	110	FOLDER with tab, A4	5	pack		
	111	FOLDER with tab, Legal	5	pack		
	112	BALLPEN, Black	40	piece		
	113	BALLPEN, Blue	40	piece		
	114	BALLPEN, Red	40	piece		
	117	STICKER PAPER, A4, Vinyl Matte Pearl, Waterproof, 20pcs/pack	5	pack		
	119	PHOTO PAPER, A4 size, Glossy, 10pcs/pack	30	pack		
	123	GUN TACKER, Heavy Duty	1	piece		
	124	GUN TACKER STAPLE WIRE	1	box		
	127	GLUE STICK, for glue gun, Small	20	piece		
	128	GLUE STICK, for glue gun, Big	20	piece		
	134	VELLUM BOARD PAPER, Legal, 180gsm, 10	10	pack		
337	Folder, White, Long 50's	6	pack			
TOTAL ABC-LOT 1 :		Php 26,065.07				
TOTAL OFFERED QUOTATION: (Total Amount for all items (LOT 1)						

Lot 2 : Procurement for Other Supplies			Approved Budget for the Contract (ABC) for LOT 2		Twenty-Nine Thousand Eight Pesos and Eighty-Nine Centavos (Php 29,008.89)	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT	SUBTOTAL (A x B)
	24	CLEANER, Toilet Bowl and Urinal	20	bottle		
	26	DETERGENT BAR	20	bar		
	27	DETERGENT POWDER, all purpose	20	pouch		
	32	HAND SOAP, liquid	20	bottle		
	36	RAGS	20	kilo		
	38	TRASHBAG, XXL size	20	pack/roll		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT	SUBTOTAL (A x B)
2	49	PHILIPPINE NATIONAL FLAG	10	piece		
	79	TWINE, plastic	1	roll		
	101	TOILET TISSUE PAPER, 12 rolls per pack, 2	20	pack		
	172	RIBBON, Satin, 2.75 inches Width, 50 yards	20	roll		
	173	RIBBON, Satin, 1/2 inch, White, 50 yards	5	roll		
	175	THUMBTRACKS	20	box		
	247	FLOORWAX, Paste, Red 900g	20	can		
	340	Starter flourescent light	20	piece		
TOTAL ABC-LOT 2 :		Php 29,008.89				
		TOTAL OFFERED QUOTATION:				
		(Total Amount for all items (LOT 2)				
TOTAL ABC LOT 1 & 2: Php 55,073.96						

**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