



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 -JHS** Request for Quotation (P.R. No.): **2024-04-0053**

Revised on: \_\_\_\_\_ Date: 4/18/2024

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

**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 E. BUMA-AT**  
BAC Chairperson

**Lot 1 : Procurement for Various Office Supplies**

**Approved Budget  
for the Contract  
(ABC ) for LOT 1**

**Eighty-Three Thousand Two  
Hundred Six Pesos and Thirty-  
Two Centavos (Php 83,206.32)**

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY ( A )	UNIT	PRICE QUOTATION PER UNIT ( B )	SUBTOTAL ( A x B )
	6	SIGN PEN, Extra Fine Tip, Black	90	piece		
	9	SIGN PEN, Extra Fine Tip, Blue	90	piece		
	12	SIGN PEN, Extra Fine Tip, Red	90	piece		
	45	ACETATE	1	roll		
	70	GLUE, all-purpose	60	jar		
	74	TAPE, masking, 24mm	50	roll		
	75	TAPE, masking, 48 mm	50	roll		
	77	TAPE, transparent, 24mm	45	roll		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY ( A )	UNIT	PRICE QUOTATION PER UNIT ( B )	SUBTOTAL ( A x B )
1	78	TAPE, transparent, 48 mm	45	roll		
	86	CLIP, backfold, 25mm	5	box		
	87	CLIP, backfold, 32mm	5	box		
	88	CLIP, backfold, 50mm	5	box		
	89	CORRECTION TAPE	10	piece		
	94	ENVELOPE, Documentary, A4	3	box		
	95	ENVELOPE, Documentary, legal,	3	box		
	101	FASTENER	5	box		
	109	FOLDER, pressboard	1	box		
	110	FOLDER with tab, A4	15	box		
	111	FOLDER with tab, Legal	15	pack		
	121	PAPER CLIP, viny/plastic coated, 33mm	5	pack		
	144	NOTEPAD, stick-on, 50mm x 76mm	5	pad		
	154	RECORD BOOK, 300 PAGES	3	book		
	109,	DOUBLE SIDED TAPE, 2 inches	45	roll		
	110,	DOUBLE SIDED TAPE, 1 inch, foam type	45	roll		
	117	STICKER PAPER, A4, Vinyl Matte Pearl, Waterproof, 20pcs/pack	10	pack		
	119	PHOTO PAPER, A4 size, Glossy, 10pcs/pack	30	pack		
	127	GLUE STICK, for glue gun, Small	40	piece		
	128	GLUE STICK, for glue gun, Big	70	piece		
	130	GLUE GUN, Big, with on & off switch	7	piece		
	131	CONSTRUCTION PAPER, 20's, Assorted Color	40	pack		
	133	VELLUM BOARD PAPER, A4, 180gsm, 10's	200	pack		
134	VELLUM BOARD PAPER, Legal, 180gsm, 10's	10	pack			
112	BALLPEN, Black	90	piece			
113	BALLPEN, Blue	45	piece			
114	BALLPEN, Red	90	piece			
<b>TOTAL ABC-LOT 1 :</b>		<b>Php 83,206.32</b>				
<b>TOTAL OFFERED QUOTATION: ( Total Amount for all items (LOT 1 )</b>						

<b>Lot 2 : Procurement for Other Supplies</b>			<b>Approved Budget for the Contract ( ABC ) for LOT 2</b>		<b>One Hundred Nineteen Thousand Ninety Five Pesos and Fourteen Centavos (Php 119,095.14)</b>	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY ( A )	UNIT	PRICE QUOTATION PER UNIT ( B )	SUBTOTAL ( A x B )
	2	ALCOHOL, Ethyl, 1 Gallon	2	gallon		
	18	BATTERY, dry cell, size AA	10	pack		
	19	BATTERY, dry cell, size AAA	10	pack		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY ( A )	UNIT	PRICE QUOTATION PER UNIT ( B )	SUBTOTAL ( A x B )
2	21	AIR FRESHENER	6	can		
	24	CLEANER, Toilet Bowl and Urinal	40	bottle		
	26	DETERGENT BAR	45	bar		
	27	DETERGENT POWDER, all purpose	90	pouch		
	28	DISINFECTANT SPRAY	9	can		
	32	HAND SOAP, liquid	45	bottle		
	36	RAGS	100	kilo		
	38	TRASHBAG, XXL size	90	pack/roll		
	49	PHILIPPINE NATIONAL FLAG	15	piece		
	25	DOOR MAT	40	piece		
	172	RIBBON, Satin, 2.75 inches Width, 50 yards	20	roll		
	173	RIBBON, Satin, 1/2 inch, White, 50 yards	14	roll		
	175	THUMB TACKS	20	box		
	218	PAPER CUP, 12oz	4	pack		
	219	PAPER PLATE, Aluminum	2	pack		
	247	FLOORWAX, Paste, Red 900g	80	can		
	262	TOILET BRUSH, with handle	40	piece		
	264	PAIL, 5 Gallon, cream color	40	piece		
	283	FEATHER DUSTER	60	piece		
	295	MURIATIC ACID, 500ml	80	bottle		
	341	Meter Stick	10	piece		
341,	Whistle, metal	60	piece			
341,,	Stopwatch	12	piece			
156	Tissue Interfolded Paper Towel	5	pack			
<b>TOTAL ABC-LOT 2 :</b>		<b>Php 119,095.14</b>				
<b>TOTAL OFFERED QUOTATION: ( Total Amount for all items (LOT 2 )</b>						
<b>TOTAL ABC LOT 1 &amp; 2: Php 202,301.46</b>						

*\*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