



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

Name of Procuring Entity: **Badiangon Elementary School** Request for Quotation (P.R. No.): **2024-07-0001**

Revised on: \_\_\_\_\_ Date: 7/09/2024

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

**COMPANY NAME:**

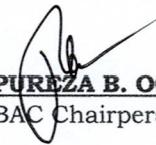
**ADDRESS:**

**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 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, Omnibus Sworn Statement (if applicable) 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.

  
**PUREZA B. OCO**  
 BAC Chairperson

Lot 1 : Procurement of Other Supplies			Approved Budget for the Contract (ABC) for LOT 1		Thirteen Thousand Six Hundred Nine Pesos and Forty Centavos (Php 13,609.40)	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B.)	SUBTOTAL (A x B)
	18	Battery, Dry Cell, Size Aa	2	pack		
	19	Battery, Dry Cell, Size Aaa	2	pack		
	22	Broom (Walis Tambo)	4	piece		
	23	Broom (Walis Ting-Ting)	4	piece		
	24	Cleaner, Toilet Bowl And Urinal	8	bottle		
	27	Detergent Powder, All Purpose	10	pouch		
	32	Hand Soap, Liquid	10	bottle		
	36	Rags	6	kilo		
	49	Philippine National Flag	3	piece		
	69	Light-Emitting Diode (Led) Linear Tube, 18 Watts	4	piece		

<b>Lot 1 : Procurement of Other Supplies</b>				<b>Approved Budget for the Contract (ABC) for LOT 1</b>		<b>Thirteen Thousand Six Hundred Nine Pesos and Forty Centavos (Php 13,609.40)</b>	
<b>Lot No.</b>	<b>Item No.</b>	<b>ITEMS &amp; DESCRIPTION</b>	<b>QTY (A)</b>	<b>UNIT</b>	<b>PRICE QUOTATION PER UNIT (B)</b>	<b>SUBTOTAL (A x B)</b>	
1	156	Tissue, Interfolded Paper Towel	4	pack			
	101	Toilet Tissue Paper, 12 Rolls Per Pack, 2 Ply	2	pack			
	25	Door Mat	8	piece			
	245	Dustpan, Plastic, Medium Size	2	piece			
	247	Floorwax, Paste, Red 900G	3	can			
	252	Light Bulb, 25Watts, Daylight, Led	4	meter			
	264	Pail, 5 Gallon Capacity	2	piece			
	298	Padlock, Brass, Short , >50Mm	4	piece			
	337	Cleaner, Multipurpose, Ultra Thick Bleach >900MI	4	bottle			
	175	Thumbtacks	5	box			
	304	Headless Pin, (Pokpok)	5	pad			
	229	Extension Cord Wire, Heavy Duty, 4 Gang, Universal Outlet, 5Meters	2	piece			
	230	Extension Cord Wire, Heavy Duty, 4 Gang, Universal Outlet, 10 Meters	1	piece			
	347	Container (Drum Waste Bin) With Cover 60L	2	piece			
	<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 1) )						
<b>Lot 2 : Procurement of Office Supplies</b>				<b>Approved Budget for the Contract (ABC) for LOT 2</b>		<b>Thirty Six Thousand Seven Hundred Forty Six Pesos and Forty Seven Centavos (Php 36,746.47)</b>	
	6	Sign Pen, Extra Fine Tip, Black	10	piece			
	12	Sign Pen, Extra Fine Tip, Red	5	piece			
	45	Acetate	1	roll			
	72	Staple Wire	4	box			
	75	Tape, Masking, 48 Mm	6	roll			
	78	Tape, Transparent, 48 Mm	6	roll			
	86	Clip, Backfold, 25Mm	6	box			
	94	Envelope, Documentary, A4	2	box			
	96	Envelope, Expanding, Kraft	1	box			
	101,	Fastener	2	box			
	109	Folder, Pressboard	1	box			
	111	Folder With Tab, Legal	4	pack			
	116	Marker, Permanent, Blue	4	piece			
	118	Marker, Whiteboard, Black	40	piece			
	121	Paper Clip, Vinly/Plastic Coated, 33Mm	8	box			
	136	Cartolina, Assorted Colors	7	pack			
	144	Notepad, Stick-On, 50Mm X 76Mm	15	pad			
	102	Folder, Pressboard, Long, Green	20	piece			
	106	Data File Box, Large	5	piece			
	108	Double Sided Tape, 1 Inch	10	roll			
	112	Ballpen, Black	10	piece			

Lot 1 : Procurement of Other Supplies			Approved Budget for the Contract (ABC) for LOT 1		Thirteen Thousand Six Hundred Nine Pesos and Forty Centavos (Php 13,609.40)		
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)	
2	114	Ballpen, Red	10	piece			
	115	Sticker Paper, A4, For Inkjet Printer, High Quality, 10Pcs/Pack	4	pack			
	117	Sticker Paper, A4, Vinyl Matte Pearl, Waterproof, 20Pcs/Pack	2	pack			
	119	Photo Paper, A4 Size, Glossy, 10Pcs/Pack	2	pack			
	122	Photo Paper, A4 Size, Matte, 20Pcs/Pack	2	pack			
	124	Gun Tacker Staple Wire	3	box			
	128	Glue Stick, For Glue Gun, Big	30	piece			
	130	Glue Gun, Big, With On & Off Switch	2	piece			
	131	Construction Paper, 20'S, Assorted Color	4	pack			
	132	Specialty Paper, A4, 100-120Gsm, 10'S	6	pack			
	134	Vellum Board Paper, Legal, 180Gsm, 10'S	5	pack			
	135	Certificate Holder, A4	45	piece			
	137	Pvc Cover, Clear, 200 Microns, A4	1	pack			
	138	Pvc Cover, Clear, 200 Microns, Legal	1	pack			
	139	Laminating Film, 12", 250 Microns, 50M	1	roll			
	140	Laminating Film, 125Microns, A4 , 100'S	2	pack			
	148	Marker, For White Board, Refillable	30	piece			
	149	Ink Refill, For Whiteboard Marker	2	bottle			
	150	Ring Binder, Plastic, 1/2 Inch	8	piece			
	151	Ring Binder, Plastic, 1 Inch	8	piece			
	174	Daily Time Record Form 48 (Dtr)	2	pad			
	176	Push Pin, Assorted Color, 100S	2	box			
	338	Marker, Black, Permanent, Broad Tip	5	piece			
	342	Scissors, 5 Inches, Plastic Handle Children Scissor	30	pair			
	343	Crayon, Non-Toxic, Jumbo/Big	30	box			
	344	Whiteboard 25Cmx35Cm	30	piece			
	348	Glue, White, Approx. >250Lml	6	bottle			
	349	Glue, White, Approx. >120Ml	30	bottle			
	351	Plastic Envelope, Legal	30	piece			
	352	Plastic Envelope, Legal, With Holder	30	piece			
	83	Calculator, Compact	1	piece			
	<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 2) )						
	<b>Lot 3 : Procurement of Office Equipment</b>			<b>Approved Budget for the Contract (ABC) for LOT 3</b>		<b>Twenty Five Thousand Five Hundred Twenty Five Pesos and Ten Centavos (Php 25,525.10)</b>	
3	335	Laminating Machine, A3, A4, Heavy Duty	1	unit			
	82	Binding And Punching Machine	1	unit			
	123	Gun Tacker, Heavy Duty	1	piece			
	345	Filing Cabinet, 4-Layer Steel, Drawer Dimension (Wxdxh):Approx. 46 X 62 X 133 Cm	1	unit			
	<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 3) )						

Lot 1 : Procurement of Other Supplies			Approved Budget for the Contract (ABC) for LOT 1		Thirteen Thousand Six Hundred Nine Pesos and Forty Centavos (Php 13,609.40)		
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)	
Lot 4 : Procurement of Cloth			Approved Budget for the Contract (ABC) for LOT 4		Two Thousand Seven Hundred Fifty Pesos (Php 2,750.00)		
4	249	Cloth, Silk	10	meter			
	341	Cloth, Geena Earth, Assorted Color	30	meter			
	TOTAL OFFERED QUOTATION: ( Total Amount for all items (LOT 1) )						
Lot 5 : Procurement of Other Equipment			Approved Budget for the Contract (ABC) for LOT 5		Two Thousand Two Hundred Pesos (Php 2,200.00)		
5	193	Storage Box, 120L Capacity, Snap Lock	2	unit			
	TOTAL OFFERED QUOTATION: ( Total Amount for all items (LOT 5) )						
	Lot 6 : Procurement of Fire Fighting Equipment			Approved Budget for the Contract (ABC) for LOT 6		Two Thousand Two Hundred Pesos (Php2,200.00)	
6	339	Fire Extinguisher 10Lbs, Dry Chemical	1	tank			
	TOTAL OFFERED QUOTATION: ( Total Amount for all items (LOT 6) )						
	Lot 7 : Procurement of Furnitures and Fixtures			Approved Budget for the Contract (ABC) for LOT 7		Eighteen Thousand Ninety Five Pesos (Php 18,095.00)	
7	346	Steel / Metal Rack 5-Layer, Adjustable, Approx. H1830Xw900Xd450Mm	1	piece			
	50	Monobloc Chair, Beige	30	piece			
	TOTAL OFFERED QUOTATION: ( Total Amount for all items (LOT 7) )						
<b>TOTAL ABC</b>			One Hundred One Thousand One Hundred Twenty Five Pesos and Ninety Seven Centavos (Php101,125.97)				

\*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



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net) | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)