



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.): **2025-02-0002**

Revised on:

Date: 2/5/2025

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

COMPANY NAME:

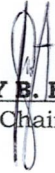
ADDRESS:

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 and other supporting documents shall be attached upon submission of the quotation (e.g. Omnibus Sworn Statement, Tax Certificate etc.)
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 in the LOT will not be included.


RAPHY E. BUMA-AT
 BAC Chairperson

Lot 1 : Procurement of Office Supplies, Materials, Equipment and Other Accessories			Approved Budget for the Contract (ABC) for LOT 1		Ninety Eight Thousand Two Hundred Forty Five Pesos & 84/100 (Php98,245.84)	
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	20	piece		
	9	Sign Pen, Extra Fine Tip, Blue	20	piece		
	13	Sign Pen, Fine Tip, Red	20	piece		
	63	Staple Wire, Standard	20	box		
	66	Tape, Masking, 48 Mm	20	roll		
	68	Tape, Transparent, 24Mm	20	roll		
	69	Tape, Transparent, 48 Mm	20	roll		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
1	77	Clip, Backfold, 19Mm	20	box		
	79	Clip, Backfold, 32Mm	20	box		
	80	Clip, Backfold, 50Mm	20	box		
	81	Correction Tape	20	piece		
	85	Dater Stamp	1	piece		
	86	Envelope, Documentary, A4	3	box		
	88	Envelope, Expanding, Kraft	2	box		
	89	Envelope, Expanding, Plastic	10	PIECE		
	106	Marker, Permanent, Black	20	piece		
	107	Marker, Permanent, Blue	20	piece		
	108	Marker, Permanent, Red	20	piece		
	109	Marker, Whiteboard, Black	20	piece		
	112	Paper Clip, Vinly/Plastic Coated, 33Mm	6	box		
	117	Pencil Sharpener	20	piece		
	125	Tape Dispenser, Table Top	20	piece		
	129	Notepad, Stick-On, 50Mm X 76Mm	20	pad		
	131	Notepad, Stick-On, 76Mm X 76Mm	20	pad		
	133	Paper, Multicopy A4	125	ream		
	138	Paper, Parchment	1	box		
	139	Record Book, 300 Pages	23	book		
	6,	Data File Box, Large	3	piece		
	12	Ballpen, Black	50	piece		
	13,	Ballpen, Blue	50	piece		
	14,	Ballpen, Red	50	piece		
	21	Photo Paper, A4 Size, Matte, 10Pcs/Pack	2	pack		
	28	Glue Stick, For Glue Gun, Big	25	piece		
	30	Glue Gun, Big, With On & Off Switch	5	piece		
	33	Vellum Board Paper, A4, 180Gsm, 10'S	230	pack		
	34	Vellum Board Paper, Legal, 180Gsm, 10'S	20	pack		
	35	Certificate Holder, A4	300	piece		
	50	Ring Binder, Plastic, 1/2 Inch	10	piece		
	51	Ring Binder, Plastic, 1 Inch	10	piece		
	54	Cutter, Snap-Off Cutter Blade Knife,High Quality	20	piece		
	74	Daily Time Record Form 48 (Dtr)	20	pad		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
	265	Paper Tray, 3 Layers, Black	2	unit		
	346	Glue White >200G To 250G	20	bottle		
TOTAL OFFERED QUOTATION: (Total Amount for all items (LOT 1))						

Lot 2 : Procurement for Battery Accessories			<i>Approved Budget for the Contract (ABC) for LOT 2</i>		<i>One Thousand Six Hundred Fifty Pesos (Php 1,650.00)</i>	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
2	302	8 Pieces Battery With 4 Slot Rechargeable Aa Battery And Charger	1	set		
TOTAL OFFERED QUOTATION: (Total Amount for all items (LOT 2))						

Lot 3 : Procurement for Battery, Cells, Cleaning Supplies and Equipment and Other Materials			<i>Approved Budget for the Contract (ABC) for LOT 3</i>		<i>Forty Two Thousand Eight Hundred Fifty Three Pesos and 46/100 (Php 42,853.46)</i>	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION	SUBTOTAL (A x B)
3	18	Battery, Dry Cell, Size Aa	20	pack		
	19	Battery, Dry Cell, Size Aaa	20	pack		
	310	Battery, 9v	2	piece		
	21,	Broom (Walis Tambo)	20	piece		
	22	Broom (Walis Ting-Ting)	20	piece		
	23	Cleaner, Toilet Bowl And Urinal	20	bottle		
	26	Detergent Powder, All Purpose	20	pouch		
	28,	Dust Pan	20	piece		
	31	Hand Soap, Liquid, 500MI	20	bottle		
	34,	Scouring Pad	5	pack		
	35,	Trashbag, Xxl Size	20	roll/pack		
	44	Philippine National Flag	8	piece		
	141	Tissue, Interfolded Paper Towel	20	pack		
	86,	Feather Duster	20	piece		
	170	Floorwax, Paste, Red 900G	45	can		
	185	Toilet Brush, With Handle	16	piece		
	187	Pail, 5 Gallon	16	piece		
	218	Muriatic Acid, 500MI	16	bottle		
	224	Sponge, For Dishwashing	5	piece		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
	306	Candles In Glass 4 Inches Height, 3 Inches Width	2	piece		
	332	Dipper Plastic >1.5Liter Capacity	16	piece		
	338	Sack, Empty, Capacity 50Kg	50	piece		
		TOTAL OFFERED QUOTATION: (Total Amount for all items (LOT 3)				
Lot 4 : Procurement for Waste Segregation			<i>Approved Budget for the Contract (ABC) for LOT 4</i>		<i>Twelve Thousand One Hundred Pesos (Php 12,100.00)</i>	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
4	164	Trash Bin, 50 L Capacity , Swivel Cover	20	UNIT		
		TOTAL OFFERED QUOTATION: (Total Amount for all items (LOT 4)				
Lot 5 : Procurement for Other Supplies			<i>Approved Budget for the Contract (ABC) for LOT 5</i>		<i>One Thousand Thirty Eight Pesos & 40/100 (Php 1038.40)</i>	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
5	266	Chain With Padlock, Heavy Duty	2	unit/set		
		TOTAL OFFERED QUOTATION: (Total Amount for all items (LOT 5)				
TOTAL ABC LOT 1 to 5: Php 155,887.70						

*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