



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

Revised on:

Date: 2/4/2025

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

**COMPANY NAME:**

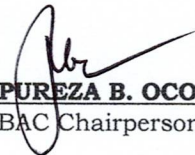
**ADDRESS:**

**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 in the LOT will not be included.

  
**PUREZA B. OCO**  
BAC Chairperson

LOT 1 - Office Supplies, Materials, Equipment & Other Accessories			Approved Budget for the Contract (ABC) for LOT 1		Forty Five Thousand Two Hundred Seventy Eight Pesos & 64/100 (Php 45,278.64)	
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	10	piece		
	9	Sign Pen, Extra Fine Tip, Blue	10	piece		
	12	Sign Pen, Extra Fine Tip, Red	10	piece		
	15	Wrapping Paper	2	pack		
	63	Staple Wire, Standard	4	box		
	66	Tape, Masking, 48 Mm	16	roll		
	68	Tape, Transparent, 24Mm	16	roll		
	69	Tape, Transparent, 48 Mm	16	roll		
	71	Ruler, Plastic, 450Mm	6	piece		
	77	Clip, Backfold, 19Mm	6	box		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
	79	Clip, Backfold, 32Mm	6	box		
	80	Clip, Backfold, 50Mm	6	box		
	81	Correction Tape	6	piece		
	86	Envelope, Documentary, A4	2	box		
	88	Envelope, Expanding, Kraft	1	box		
	89	Envelope, Expanding, Plastic	5	box		
	93	Fastener	3	box		
	101	Folder, Pressboard	2	box		
	103	Folder With Tab, Legal	4	pack		
	106	Marker, Permanent, Black	5	piece		
	107	Marker, Permanent, Blue	5	piece		
	108	Marker, Permanent, Red	5	piece		
	109	Marker, Whiteboard, Black	4	piece		
	112	Paper Clip, Vinly/Plastic Coated, 33Mm	6	box		
	118	Puncher, Paper, Heavy Duty	4	piece		
	125	Tape Dispenser, Table Top	4	piece		
	126	Cartolina, Assorted Colors	3	pack		
	129	NOTEPAD, stick-on, 50mm x 76mm	6	pad		
1	130	NOTEPAD, stick-on, 76mm x 100mm	6	pad		
	131	Notepad, Stick-On, 76Mm X 76Mm	6	pad		
	133	Paper, Multicopy A4	50	ream		
	139	Record Book, 300 Pages	5	book		
	6,	Data File Box, Large	8	piece		
	8	Double Sided Tape, 1 Inch	8	roll		
	9,	Double Sided Tape, 2 Inches	8	roll		
	10	Double Sided Tape, 1 Inch, Foam Type	8	roll		
	12,	Ballpen, Black	10	piece		
	13	Ballpen, Blue	10	piece		
	14	Ballpen, Red	10	piece		
	17	Sticker Paper, A4, Vinyl Matte Pearl, Waterproof, 20Pcs/Pack	3	pack		
	18,	Photo Sticker Paper, A4, 20Pcs/Pack	2	pack		
	20	Photo Paper, A4 Size, Glossy, 20Pcs/Pack	2	pack		
	22	Photo Paper, A4 Size, Matte, 20Pcs/Pack	2	pack		
	24	Gun Tacker Staple Wire	1	box		
	28	Glue Stick, For Glue Gun, Big	15	piece		
	30	Glue Gun, Big, With On & Off Switch	2	piece		
	31,	Construction Paper, 20'S, Assorted Color	4	pack		
	33	Vellum Board Paper, A4, 180Gsm, 10'S	40	pack		
	34	Vellum Board Paper, Legal, 180Gsm, 10'S	2	pack		
	35	Certificate Holder, A4	60	piece		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)	
	40	Laminating Film, 125Microns, A4 , 100'S	2	pack			
	42	Laminating Film, 125Microns, Legal, 100'S	2	pack			
	74	Daily Time Record Form 48 (Dtr)	4	pad			
	99	Push Pin, Assorted Color, 100S	5	box			
	346	Glue White >200G To 250G	10	bottle			
		<b>TOTAL OFFERED QUOTATION: ( Total Amount for all items (LOT 1)</b>					
<b>LOT 2 : Battery, Cells, Cleaning Supplies and Equipment and Other Materials</b>			<b>Approved Budget for the Contract (ABC) for LOT 2</b>		<b>Nineteen Thousand Eight Hundred Ninety Pesos &amp; 39/100 (Php 19,890.39)</b>		
	18	Battery, Dry Cell, Size Aa	4	pack			
	19	Battery, Dry Cell, Size Aaa	4	pack			
	21	Broom (Walis Tambo)	4	piece			
	22,	Broom (Walis Ting-Ting)	4	piece			
	23	Cleaner, Toilet Bowl And Urinal	8	bottle			
	26	Detergent Powder, All Purpose	16	pouch			
	28,	Dust Pan	4	piece			
	31	Hand Soap, Liquid, 500MI	8	bottle			
	34,	Scouring Pad	10	pack			
	35,	Trashbag, Xxi Size	8	roll/pack			
	44	Philippine National Flag	10	piece			
	141	Tissue, Interfolded Paper Towel	5	pack			
	144	Insecticide	4	can			
	64	Dishwashing Soap	5	piece			
	86,	Feather Duster	6	piece			
2	90	Whistle Metal W/ Larnyard	5	piece			
	168	Dustpan, Plastic	4	piece			
	170	Floorwax, Paste, Red 900G	8	can			
	175	Light Bulb, 25Watts, Daylight, Led	3	piece			
	185	Toilet Brush, With Handle	4	piece			
	218	Muriatic Acid, 500MI	4	bottle			
	224	Sponge, For Dishwashing	5	piece			
	332	Dipper Plastic >1.5Liter Capacity	3	pack			
	140	Balloon, Latex, 100Pcs	2	pack			
	96	Cloth, Silk/Satin	10	meter			
	98	Thumbtacks	10	box			
	227	Headless Pin, (Pokpok)	15	pad			
	75	Ribbon, Satin, 2 Inches Width, Red, 50 Yards	4	roll			
	83	Ribbon, Organza 1 Inch Width, 50 Yards , Assorted Color	2	roll			
	84	Ribbon, Organza 2 Inches Width, 50 Yards , Assorted Color	4	roll			

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
			<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 2) )			
<b>LOT 3 : Learning Materials and Accessories</b>			<i>Approved Budget for the Contract (ABC) for LOT 3</i>		<i>Three Thousand Nine Hundred Sixty Pesos (Php 3,960.00)</i>	
3	335	Puzzle Mat Letters	3	set		
	336	Puzzle Mat Plain	3	set		
	337	Puzzle Mat Numbers	3	set		
					<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 3) )	
<b>Lot 4 : Fertilizers</b>			<i>Approved Budget for the Contract (ABC) for LOT 4</i>		<i>Three Hundred Ninety Six Pesos (Php 396.00)</i>	
4	352	Fertilizer Complete 14-14-14 1Kg/Bag	2	bag/sack		
	353	Fertilizer Urea 1Kg/Bag	2	bag/sack		
					<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 4) )	
<b>Lot 5 : Furnitures and Fixtures</b>			<i>Approved Budget for the Contract (ABC) for LOT 5</i>		<i>Seven Thousand Five Hundred Four Pesos &amp; 64/100 (Php 7,504.64)</i>	
5	45	Monobloc Chair, Beige	20	piece		
					<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 5) )	
<b>Lot 6 : Office Equipment</b>			<i>Approved Budget for the Contract (ABC) for LOT 6</i>		<i>Thirteen Thousand One Hundred Eighty Nine Pesos &amp; 29/100 (Php 13,189.29)</i>	
6	23,	Gun Tacker, Heavy Duty	1	piece		
	115	Paper Trimmer/Cutting Machine	1	unit		
	123	Stapler, Heavy Duty (Binder)	1	unit		
	177	Sliding Paper Cutter, Heavy Duty, A3	1	unit		
					<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 6) )	
<b>Lot 7 : Electrical Wires and Other Hardware Materials</b>			<i>Approved Budget for the Contract (ABC) for LOT 7</i>		<i>Five Thousand One Hundred Eight Pesos &amp; 40/100 (Php 5,108.40)</i>	
7	152	Extension Cord Wire, Heavy Duty, 4 Gang, Universal Outlet, 5 Meters W/ Switch	3	piece		
	153	Extension Cord Wire, Heavy Duty, 4 Gang, Universal Outlet, 10 Meters	1	piece		
	176	Door Knob, Key Lock, Heavy Duty	3	set		
	266	Chain With Padlock, Heavy Duty	2	unit		
				<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 7) )		
<b>LOT 8 : Cleaning Equipments and Accesories</b>			<i>Approved Budget for the Contract (ABC) for LOT 8</i>		<i>Eight Thousand Five Hundred Eighty Pesos (Php 8,580.00)</i>	
	115,	Mop, Tornado/Rotating, Heavy Duty	3	unit		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY ( A )	UNIT	PRICE QUOTATION PER UNIT ( B )	SUBTOTAL ( A x B )
8	164	Trash Bin, 50 L Capacity , Swivel Cover	6	unit		
	<b>TOTAL OFFERED QUOTATION:</b> ( Total Amount for all items (LOT 8 )					
<b>TOTAL ABC</b>		One Hundred Three Thousand Nine Hundred Seven Pesos and 36/100 (Php103,907.36)				

*\*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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