



Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF TABUK CITY
BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga



REQUEST FOR QUOTATION

Suppliers Name:

DEADLINE OF SUBMISSION:

8-20-21

RFQ No.: 21-014
MOP: Shopping
Contact No.: 09560767069
Contact Person: Welda Liezl Buslig

Sir/Madam:

Please quote at your government price (including VAT) and state the time and date which you can make delivery before the deadline stated. It will be appreciated if we can have your quotation in the office as soon as possible on or before the deadline stated. Your quotations shall be subjected to the General conditions stated below.

1. Bidders shall provide correct and accurate information required in this form. All entries must be typewritten or in print and properly accomplished. Do not leave blank entries, put N/A for not applicable.
2. Price quotation/s to be denominated in Philippine Peso shall indicate all taxes, duties and/or levies payable.
3. Bidders must indicate BRAND and MODEL NUMBER for equipment and its accessories or peripherals. Evidence shall be in the form of manufacturer's un-amended sale literature, unconditional statement of specification and compliance issued by the manufacturer and sample.
4. Quotation through fax/email is acceptable. Winning bidder shall submit original signed RFQ before issuance of Purchase Order (P.O.).
5. Quotations exceeding the Approved Budget for Contract shall be rejected/disqualified.
6. Erasures/corrections made in the RFQ should be counter signed.
7. Documentary requirements shall be attached upon submission of the quotation. (See attached list of requirements per Mode of Procurement)

FELICIANO L. AGSAOAY JR.
BAC Chairperson

Item No.	Item and Description	Unit	Qty.	Unit Price	Total
1	AIR FRESHENER, aerosol, 280ml/150g min	can	12		
2	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	21		
3	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	2		
4	Ballpen, black	piece	50		
5	Ballpen, blue	piece	10		
6	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	4		
7	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	13		
8	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	1		
9	BROOM, soft (tambo)	piece	13		
10	BROOM, STICK (TING-TING), usable length: 760mm min	piece	5		
11	Brother Ink, Black, BTD60BK, atleast 100ml	bottle	2		
12	Brother Ink, C,M & Y, BT5000, atleast 100ml	set	1		
13	CALCULATOR, compact, 12 digits	unit	33		
14	Certificate Holder, for A4 size document	piece	100		
15	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	19		
16	CLEANSER, SCOURING POWDER, 350g min./can	can	6		
17	CLEARBOOK, 20 transparent pockets, for A4 size	piece	2		
18	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	26		
19	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	45		
20	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	60		
21	Colored paper, A4 size	pack	5		
22	Colored paper, Legal size	pack	5		
23	CORRECTION TAPE, film base type, UL 6m min	piece	108		
24	COVERALL, non-sterile, protective, medical grade	piece	4		
25	CUTTER BLADE, for heavy duty cutter	piece	9		
26	CUTTER KNIFE, for general purpose	piece	12		
27	DATA FILE BOX, made of chipboard, with closed ends	piece	99		
28	DATA FOLDER, made of chipboard, taglia lock	piece	76		
29	DATING AND STAMPING MACHINE, heavy duty	piece	5		
30	DETERGENT BAR, 140 grams as packed	piece	11		

Item No.	Item and Description	Unit	Qty.	Unit Price	Total
31	DETERGENT POWDER, all purpose, 1kg	pack	10		
32	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1		
33	Dishwashing Liquid, 500ml	bottle	6		
34	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	17		
35	Document metal tray, 3 layers, heavy duty quality, color gray	piece	4		
36	Duct Tape, silver	roll	20		
37	DUST PAN, non-rigid plastic, w/ detachable handle	piece	7		
38	ENVELOPE, DOCUMENTARY, for A4 size document	box	1		
39	ENVELOPE, DOCUMENTARY, for legal size document	box	1		
40	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	101		
41	Epson Ink, 003, Black, 65ml	bottle	40		
42	Epson Ink, 003, Cyan, 65ml	bottle	10		
43	Epson Ink, 003, Magenta, 65 ml	bottle	10		
44	Epson Ink, 003, Yellow, 65 ml	bottle	10		
45	Epson Ink, L1800, pigment ink (C673, M673, LC673, LM673, Bk673 & Y673)	set	2		
46	ERASER, FELT, for blackboard/whiteboard	piece	3		
47	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	1		
48	Extension Cord, 5 meters length, 3 gang, gauge # 16, heavy duty	piece	5		
49	Extension Wire, 30 meters, heavy duty, organized in rolling cable feature, 240 volts, 3 sockets	piece	2		
50	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	5		
51	FASTENER, METAL, 70mm between prongs	box	29		
52	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	10		
53	FILE TAB DIVIDER, bristol board, for A4	set	3		
54	FILE TAB DIVIDER, bristol board, for legal	set	11		
55	FLASH DRIVE, 16 GB capacity	piece	16		
56	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2		
57	FOLDER, TAGBOARD, for legal size documents	pack	5		
58	HAND SANITIZER, 500 ml	bottle	38		
59	HAND SOAP, Liquid, 500ml	bottle	17		
60	INK CART, EPSON C13T664100 (T6641), Black	cart	29		
61	INK CART, EPSON C13T664200 (T6642), Cyan	cart	11		
62	INK CART, EPSON C13T664300 (T6643), Magenta	cart	11		
63	INK CART, EPSON C13T664400 (T6644), Yellow	cart	11		
64	INSECTICIDE, aerosol type, net content: 600ml min	can	10		
65	Keyboard w/ mouse	set	3		
66	KN95 FACE MASK	piece	117		
67	LED LINEAR TUBE, 18 WATTS FRO SERIES	piece	3		
68	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	1		
69	MARKER, FLUORESCENT, 3 assorted colors per set	set	40		
70	MARKER, PERMANENT, bullet type, black	piece	38		
71	MARKER, PERMANENT, bullet type, blue	piece	3		
72	MARKER, whiteboard, black, felt tip, bullet type	piece	48		
73	MARKER, whiteboard, blue, felt tip, bullet type	piece	6		
74	MOP BUCKET, heavy duty, hard plastic	unit	1		
75	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	6		
76	MOUSE, WIRELESS, USB	unit	25		
77	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	50		
78	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	75		
79	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	23		
80	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	49		
81	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	40		
82	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	2		
83	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	190		
84	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	50		
85	PENCIL SHARPENER, manual, single cutter head	piece	10		
86	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	51		
87	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	3		
88	PVC Binding Cover, 300 microns, A4 size, clear, 100s/pack	pack	3		
89	RAGS, all cotton, 32 pieces per kilogram min	bundle	3		

Item No.	Item and Description	Unit	Qty.	Unit Price	Total
90	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	80		
91	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	60		
92	RUBBER BAND, 70mm min lay flat length (#18)	box	3		
93	RULER, plastic, 450mm (18"), width: 38mm min	piece	20		
94	SCISSORS, symmetrical, blade length: 65mm min	pair	42		
95	SCOURING PAD, 5 pieces per pack	pack	1		
96	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	109		
97	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	46		
98	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	2		
99	Specialty Paper, A4 size, atleast 120 gsm, 10s/pack	pack	20		
100	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3		
101	STAPLE REMOVER, PLIER-TYPE	piece	12		
102	STAPLE WIRE, for heavy duty staplers, (23/13)	box	9		
103	STAPLE WIRE, STANDARD, (26/6)	box	26		
104	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	6		
105	Steel cabinet (4 drawers) 47cmx62cmx132cm	unit	3		
106	Storage Box, 50 liters, white	piece	3		
107	Storage Box, 70 liters, white	piece	4		
108	SURGICAL GOWN	piece	4		
109	TAPE, ELECTRICAL, 18mm x 16M min	roll	8		
110	TAPE, MASKING, width: 24mm (±1mm)	roll	38		
111	TAPE, MASKING, width: 48mm (±1mm)	roll	38		
112	TAPE, PACKAGING, width: 48mm (±1mm)	roll	40		
113	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	45		
114	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	33		
115	TISSUE, interfolded paper towel	pack	7		
116	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	20		
117	TWINE, plastic, one (1) kilo per roll	roll	4		
118	UNINTERRUPTIBLE POWER SUPPLY (UPS)	unit	2		
119	WASTEBASKET, non-rigid plastic	piece	17		
120	White Board, 3 x 5 feet	piece	1		
Purpose	<i>Office Supplies and Materials for First Quarter 2021 not available at DBM PS</i>			ABC: 324,549.40	TOTAL:

Terms & Conditions:

1. Delivery period within _____ calendar days.
2. Award of contract shall be made to the lowest quotation which complies with the technical specifications, and other terms and condition stated herein.
3. DepEd Tabuk City reserves the right to reject any or all offers as may be advantageous to the Office.
4. The award shall be by (by line item, by total bid price) By Total Bid Price.
5. Others: _____

After having carefully read and accepted your General Conditions, I/We quote you on the Item/s at prices noted above

Business/Company Name: _____

Printed Name & Signature of _____

Dealer/Authorized Rep.: _____

Business address: _____

Contact No.: _____

Email Address: _____