



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF SILAY CITY

BIDS AND AWARDS COMMITTEE

Request for Quotation (RFQ)

To all Eligible Suppliers:

- I. Please quote your lowest price inclusive of VAT on item/s listed below, subject to the Terms and Conditions of this RFQ and submit your quotation duly signed by your representative not later than **October 2, 2020** at the **Office of the Bids and Awards Committee, Division of Silay City, City of Silay**. For more information please call at telephone nos. 4584406 / 4417153. Prospective supplier shall be responsible to verify the quoted goods /items from herein stated office thru said telephone numbers. Price quotations in excess of the herein-stated budget shall be rejected.

for: 
ROWENA B. CALIMPONG, EdD, CESE
 BAC Chairperson

II. **PARTICULARS**

ABC in Php	Item No.	Quantity	Unit	AGENCY SPECIFICATION	BIDDER SPECIFICATION	BRAND OFFERED	Unit Price	Total Price
51,822.00			LOT 1	Supplying various office supplies, janitorial, and electrical materials for office use (3rd Qtr CSE)				
	1	25	bottle	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)				
	2	2	pack	BATTERY, dry cell, AA, 2 pieces per blister pack				
	3	1	ream	Bond paper - BLUE Legal size				
	4	1	ream	Bond paper - Yellow Legal size Sub #16				
	5	3	pc	CALCULATOR, compact, 12 digits				
	6	1	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)				
	7	1	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)				
	8	29	pc	CORRECTION TAPE, film base type, UL 6m min				
	9	6	pc	DATA FILE BOX, made of chipboard, with closed ends				
	10	1	box(100s)	ENVELOPE, DOCUMENTARY, for A4 size document				
	11	1	box(100s)	ENVELOPE, DOCUMENTARY, for legal size document				
	12	1	pc	EPSON Ink 003 Black				
	13	5	box	FASTENER, plastic , Long, 70mm between prongs				
	14	3	pc	Flash drive/USB				
	15	2	box(100s)	FOLDER, TAGBOARD, for A4 size documents				
	16	2	box(100s)	FOLDER, TAGBOARD, for legal size documents				
	17	4	bottle	GLUE, all purpose, gross weight: 200 grams min				
	18	16	pc	INK CART, EPSON C13T664100 (T6641), Black				
	19	5	pc	INK CART, EPSON C13T664200 (T6642), Cyan				
	20	5	cart	INK CART, EPSON C13T664300 (T6643), Magenta				
	21	5	cart	INK CART, EPSON C13T664400 (T6644), Yellow				
	22	1	set	MARKER, FLUORESCENT, 3 assorted colors per set				
	23	2	pc	MARKER, PERMANENT, bullet type, black				
	24	1	pc	MARKER, PERMANENT, bullet type, blue				
	25	1	pc	MARKER, whiteboard, black, felt tip, bullet type				
	26	2	pc	MARKER, whiteboard, blue, felt tip, bullet type				
				-----page 1 of 2-----				
				PR NO. 2020-09-149 dated September 18, 2020, ABC Php 56,367.00 for Office Use (3rd Qtr. CSE)				

For interested bidders, please submit the following documents together with your quotation: **1) Valid and Current Mayor's Permit (2017); 2) Income/ Business Tax Return; 3) Valid and Current PhilGEPS Registration Certificate/Number; 4) Professional License/ Curriculum Vitae (Consulting Services); 5) PCAB for Infra and, 6) Omnibus Sworn Statement.**

Canvassed by: _____

Supplier's Company Name:			
Address:			
Tin NO.:		PhilGEPS Registration Number	
Telephone No.:		Fax No.:	E-mail:
Supplier's Authorized Representative Signature over Printed Name:			Date:





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ABC in Php	Item No.	Quantity	Unit	AGENCY SPECIFICATION	BIDDER SPECIFICATION	BRAND OFFERED	Unit Price	Total Price
		(cont.)	LOT 1	Supplying various office supplies, janitorial, and electrical materials for office use (3rd Qtr CSE)				
	1	1	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min				
	2	4	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min				
	3	8	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min				
	4	100	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm				
	5	25	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm				
	6	1	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB				
	7	2	box	RUBBER BAND, 70mm min lay flat length (#18)				
	8	10	pc	RULER, plastic, (12"),				
	9	5	pc	SCISSORS, symmetrical, blade length: 65mm min				
	10	25	pc	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip				
	11	12	pc	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip				
	12	5	box	STAPLE WIRE, STANDARD, (26/6)				
	13	5	pc	STAPLER, STANDARD TYPE, load cap: 200 staples min				
	14	1	roll	TAPE, TRANSPARENT, width: 24mm (±1mm) 1"				
	15	2	roll	TAPE, TRANSPARENT, width: 48mm (±1mm) 2"				
2,980.00			LOT 2	Supplying various janitorial materials				
	1	1	can	INSECTICIDE, aerosol type, net content: 600ml min				
	2	8	can	AIR FRESHENER, aerosol, 280ml/150g min				
	3	5	bottle	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap				
	4	2	bottle	CLEANSER, SCOURING POWDER, 350g min./can				
	5	7	pack	DETERGENT POWDER, all purpose, 1kg				
	6	1	can	DISINFECTANT SPRAY, aerosol type, 400-550 grams				
	7	2	pack	RAGS, all cotton,				
	8	10	pack	TRASHBAG, plastic, transparent				
1,565.00			LOT 3	Supplying various electrical and other materials				
	1	1	roll	TAPE, ELECTRICAL, 18mm x 16M min				
	2	1	pc	Ligh Bulb, LED, 7 watts 1 pc in individual box				
	3	2	set	Door Knob, Heavy duty				
				-----nothing follows-----				
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