



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 -JHS** Request for Quotation (P.R. No.): **2025-10-0091**

Revised on:

Date: 10/8/2025

Standard Form/Title: **REQUEST FOR QUOTATION** End-User: **Molugan National High School JUNIOR 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 will not be included.

RAPHY B. BUMA-AT
BAC Chairperson

Lot 1 : Procurement of Instructional Materials for School Innovation and Improvement (Aral, Remedial & Enhancement)

Approved Budget for the Contract (ABC) for LOT 1

Two Hundred Eleven Thousand Three Hundred Seventy Four Pesos & 50/100 only. (Php 211,374.50)

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	120	piece		
	15	WRAPPING PAPER	10	pack		
	63	STAPLE WIRE, standard	21	box		
	68	TAPE, transparent, 24mm	45	roll		
	69	TAPE, transparent, 48 mm	45	roll		
	89	ENVELOPE, Expanding, Plastic	120	box		
	102	FOLDER with tab, A4	10	pack		
	103	FOLDER with tab, Legal	10	pack		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
1	126	CARTOLINA, assorted colors	10	pack		
	12	BALLPEN, Black	120	piece		
	17	STICKER PAPER, A4, Vinyl Matte Pearl, Waterproof, 20pcs/pack	21	pack		
	20	PHOTO PAPER, A4 size, Glossy, 20pcs/pack	30	pack		
	28	GLUE STICK, for glue gun, Big	100	piece		
	33	VELLUM BOARD PAPER, A4, 180gsm, 10's	50	pack		
	37	PVC COVER, Clear, 200 microns, A4	10	pack		
	40	LAMINATING FILM, 125microns, A4 , 100's	10	pack		
	41	LAMINATING FILM, 250microns, A4 , 100's	10	pack		
	48	MARKER, for White Board, refillable	120	piece		
	49	INK REFILL, for whiteboard marker	50	bottle		
	50	RING BINDER, Plastic, 1/2 inch	60	piece		
	51	RING BINDER, Plastic, 1 inch	60	piece		
	80	RIBBON, Satin, 1.5 to 2inches Width, 50 yards	5	roll		
	98	THUMBTACKS 25's	21	box		
	99	PUSH PIN, assorted color, 100s	21	box		
	152	EXTENSION CORD WIRE, Heavy Duty, 4 Gang, Universal Outlet, 5 Meters w/ Switch	10	piece		
	346	Glue white >180g-220g	120	bottle		
	374	Illustration Board 1whole size	25	piece		
	375	Illustration Board 1/2 size	25	piece		
	376	Illustration Board 1/4 size	50	piece		
	377	Illustration Board 1/8 size	50	piece		
	387	Notebook 80's	150	piece		
	388	Marker, Permanent, Black, Broad Tip, Refillable	25	piece		
	389	Marker, Permanent, Red, Broad Tip, Refillable	25	piece		
	390	Ink for Permanent Marker Black	25	bottle		
	391	Ink for Permanent Marker Red	25	bottle		
	392	White Board 12"x18", Aluminum Side	100	bottle		
	395	Ruler, Plastic, 12inches length	120	piece		
	396	Meter Stick 1m	60	piece		
	397	Measuring Tape 20mx12.55mm,Fiberglass	35	piece		
	400	Compass for Blackboard Teaching Big	6	piece		
	401	Crayons 16 Colors	96	pack		
	402	Color Pencil 12 Colors	96	pack		
	402,	Color Pen 12 Colors	96	pack		
	403	Oil Pastel >16 Colors	50	pack		
	404	Eraser for Pen and Pencil,Rubber	120	pack		
	405	Spelling Booklet	220	piece		
	406	Formal Theme Booklet	100	piece		
	408	Protractor for School Blackboard Teaching, Big Size	6	piece		
	409	Protractor180degrees, 12cm, plastic	105	piece		
		Total Offered Quotation for LOT 1				

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
Lot 2 : Procurement of Office Supplies (Aral, Remedial & Enhancement)			Approved Budget for the Contract (ABC) for LOT 2		Twenty Seven Thousand Three Hundred Twelve Pesos & 38/100 only. (Php 27,312.38)	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
2	80,	CLIP, backfold, 50mm	21	box		
	92	ERASER, felt, for blackboard/whiteboard	120	piece		
	118	PUNCHER, paper, heavy duty	21	piece		
	122	STAPLER, standard type	21	piece		
	6,	Data File Box , Large	42	piece		
	394	Scissor, Symmetrical/Assymetrical,Non Sharp Tip, Length 6 inches	120	pair		
		Total Offered Quotation for LOT 2				
Lot 3 : Procurement of Instructional Materials (Furnitures and Fixtures)			Approved Budget for the Contract (ABC) for LOT 3		Fifty Six Thousand Five Hundred Forty Pesos Only. (Ph 56,540.00)	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
3	47	CORK BOARD, 2x3	21	piece		
	393	White Board 4x5ft with wheels, Mobile	5	piece		
		Total Offered Quotation for LOT 3				
Lot 4 : Procurement of Other Supplies (Aral, Remedial & Enhancement)			Approved Budget for the Contract (ABC) for LOT 4		Thirty One Thousand Five Hundred Pesos Only. (Php 31,500.00)	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
4	407	Storage Box 150L Capacity, Snaplock High Quality Plastic	21	piece		
		Total Offered Quotation for LOT 4				
TOTAL ABC LOT 1 to 4:			Php326,726.88		Three Hundred Twenty Six Thousand Seven Hundred Twenty Six Pesos & 88/100 only.	

*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 | Email: elsalvador.city@deped.gov.ph

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES

CAGAYAN DE ORO CITY S.S

AFFIDAVIT

I, _____ of legal age, married, Filipino, and residing at _____, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of _____ with office address at _____.
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid.
3. _____ is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. _____ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the offices, directors, and controlling stockholders of _____ is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. _____ complies with existing labor laws and standards; and
8. _____ is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid

9. _____ did not give or pay directly or indirectly, any commission amount, fee or any form of consideration, pecuniary or otherwise to any person of official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have here unto set my hand this _____ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her (insert type of government identification card used) with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this _____ day of _____.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ (date issued), place issued)

IBP No. _____ (date issued), (place issued)

Doc. No. _____

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