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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 12771849
Procuring Entity MOLUGAN NATIONAL HIGH SCHOOL (JUNIOR HIGH SCHOOL) - EL SALVA
Title PROCUREMENT OF OFFICE SUPPLIES, CONSUMABLES & EQUIPMENT FOR MOLUGAN NATIONAL HIGH SCHOOL-Junior High School
Area of Delivery Misamis Oriental

Solicitation Number:	2026-01-0004	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	2
Category:	Office Equipment Supplies and Consumables	Date Published	11/02/2026
Approved Budget for the Contract:	PHP 75,204.22	Last Updated / Time	11/02/2026 00:00 AM
Delivery Period:	10 Day/s	Closing Date / Time	16/02/2026 01:00 AM
Client Agency:			
Contact Person:	Leabeth Pimentel Salva Admin Officer II Zone 10 El Salvador Misamis Oriental Philippines 9017 63-088-8584833 63-917-1805523 molugan.nhs@deped.gov.ph		

Description

TERMS and CONDITIONS:

- All entries must be typewritten or legibly written
- 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.)
- Bidders shall submit original brochures showing certifications of the package, if applicable
- Agency may proceed with procurement upon receipt of three (3) quotation
- Winning supplier must deliver the supplies within ten (10) to fifteen (15) days upon receipt of the Purchase Order.
- Payment shall be made upon complete delivery and inspection of the supplies.
- 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.
- Do not leave blank or do not write NA. Any incomplete details will not be included.

Stock/Property No. Unit Item Description Quantity Unit Cost Total Cost

LOT 1 Procurement of Office Supplies

81 piece Correction Tape 50 21.43 1,071.40

86 box Envelope, Documentary A4 5 946.34 4,731.71

87 box Envelope, Documentary Legal 5 1,136.72 5,683.59

93 box Fastener metal, non-sharped edges 5 105.67 528.33

102 pack Folder with Tab A4 10 423.82 4,238.19
122 piece Stapler Standard Type 61 220.62 13,457.58
129 pad Notepad, Stick-on 50mmx76mm 50 41.37 2,068.55
138 box Paper Parchment 8 172.17 1,377.38
6 piece DATA FILE BOX, Large 20 275.00 5,500.00
12 piece BALLPEN, Black 100 13.20 1,320.00
13 piece BALLPEN, Blue 100 13.20 1,320.00
14 piece BALLPEN, Red 100 13.20 1,320.00
29 piece GLUE GUN, Small 5 275.00 1,375.00
30 piece GLUE GUN, Big, with on & off switch 10 440.00 4,400.00
35 piece CERTIFICATE HOLDER, A4 350 66.00 23,100.00
74 pad DAILY TIME RECORD FORM 48 (DTR), 50'S 45 38.50 1,732.50
TOTAL LOT 1 73,224.22
LOT 2 Procurement of Office Equipment
23 piece GUN TACKER, Heavy Duty 2 990.00 1,980.00
TOTAL LOT 2 1,980.00

TOTAL 75,204.22

Other Information

Other Information

>FREE DELIVERY

>ANY RETURNS DUE TO FAILURE TO MEET THE SPECIFICATION OR ANY DAMAGES MUST BE REPLACED IMMEDIATELY

> PLEASE ATTACHED OMNIBUS SWORN STATEMENT

> ONLY THE LOT WITH COMPLETE DETAILS WILL BE INCLUDED.

> PLS.CHECK ASSOCIATED COMPONENTS

PLEASE QUOTE QUALITY ITEMS

Created by Leabeth Pimentel Salva

Date Created 10/02/2026

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

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. _____

Page

Book No. _____

Series of _____

No. _____



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.): **2026-01-0004**

Revised on: _____ Date: **1/28/2026**

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 _____ 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 Office Supplies			Approved Budget for the Contract (ABC) for LOT 1		Seventy Three Thousand Two Hundred Twenty Four Pesos and 22/100 only. (Php 73,224.22)	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT	SUBTOTAL (A x B)
1	81	Correction Tape	50	piece		
	86	Envelope, Documentary A4	5	box		
	87	Envelope, Documentary Legal	5	box		
	93	Fastener metal, non-sharped edges	5	box		
	102	Folder with Tab A4	10	pack		
	122	Stapler Standard Type	61	piece		
	129	Notepad, Stick-on 50mmx76mm	50	pad		
	138	Paper Parchment	8	box		
	6	DATA FILE BOX, Large	20	piece		
	12	BALLPEN, Black	100	piece		
	13	BALLPEN, Blue	100	piece		
	14	BALLPEN, Red	100	piece		
	29	GLUE GUN, Small	5	piece		
	30	GLUE GUN, Big, with on & off switch	10	piece		
	35	CERTIFICATE HOLDER, A4	350	piece		

Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT	SUBTOTAL (A x B)
	74	DAILY TIME RECORD FORM 48 (DTR), 50'S	45	pad		
Total Offered Quotation for LOT 1						
Lot 2 : Procurement of Office Equipment			<i>Approved Budget for the Contract (ABC) for LOT 2</i>		<i>One Thousand Nine hundred Eighty Pesos only. (Php 1,980.00)</i>	
Lot No.	Item No.	ITEMS & DESCRIPTION	QTY (A)	UNIT	PRICE QUOTATION PER UNIT (B)	SUBTOTAL (A x B)
2	23	GUN TACKER, Heavy Duty	2	piece		
Total Offered Quotation for LOT 2						
TOTAL ABC LOT 1 & 2:		Php 75,204.22	Seventy Five Thousand Two Hundred Four Pesos & 22/100 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