



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III - Central Luzon
SCHOOLS DIVISION OF CITY OF MEYCAUAYAN
City of Meycauayan



Request for Quotation (RFQ)

To all Eligible Suppliers:

- I. Please quote your lowest price inclusive of VAT on the item(s) listed below, subject to the Terms and Conditions of this RFQ. Submit or send your quotation(s), duly signed by you or your representative, inside an envelop to the Bids and Awards Committee or its Secretariat on or before November 24, 2020, 5:00pm at Schools Division of City of Meycauayan, Pagasa St., Malhacan, City of Meycauayan, Bulacan care of SARAH T. TRINIDAD, BAC Secretariat. Please write the RFQ No. 2020-11-090, your business name and contact no. in front of your envelope. Quotation that exceeds the approved budget for the contract (ABC) shall be rejected. Evaluation and awards shall be done on a per item/per lot basis.

JERRY DIMLA CRUZ PhD, CESE
BAC Chairman

II. Particulars

ITEM/LOT No.	ITEM & DESCRIPTION/ Technical Specifications	Approved Budget for the Contract (ABC) in PhP	QUANTITY and unit of measure	Brand and Model No.	TOTAL PRICE in Pesos
1	Supply and Delivery of Office Supplies & Equipment - 4th quarter requirement (items that are not currently available from the PS-DBM Store)	₱ 291,604.64			
	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)		221 bottle		
	STAMP PAD INK, purple or violet		2 bottle		
	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm		10 ream		
	PAPER, Multi-Purpose (COPY) A4, 70 gsm		230 ream		
	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		68 ream		
	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min		5 book		
	BATTERY, dry cell, AAA, 2 pieces per blister pack		3 pack		
	STAPLE WIRE, STANDARD, (26/6)		6 box		
	TAPE, ELECTRICAL, 18mm x 16M min		3 roll		
	TWINE, plastic, one (1) kilo per roll		1 roll		
	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap		10 bottle		
	DETERGENT BAR, 140 grams as packed		12 bar		
	DETERGENT POWDER, all purpose, 1kg		9 pack		
	DISINFECTANT SPRAY, aerosol type, 400-550 grams		59 can		
	MOPHEAD, made of rayon, weight: 400 grams min		6 piece		
	RAGS, all cotton, 32 pieces per kilogram min		5 bundle		
	TRASHBAG, plastic, black, large		8 roll		
	FLASH DRIVE, 16 GB capacity		245 piece		
	CORRECTION TAPE, film base type, UL 6m min		10 piece		
	DATA FOLDER, made of chipboard, taglia lock		5 piece		
	FASTENER, METAL, 70mm between prongs		2 box		
	FOLDER, PRESSBOARD, size: 240mm x 370mm, 100pcs/box		1 box		
	FOLDER, TAGBOARD, for legal size documents, 100pcs/pack		2 pack		
	INDEX TAB, self-adhesive, transparent		3 box		
	MARKER, FLUORESCENT, 3 assorted colors per set		5 set		
	MARKER, PERMANENT, bullet type, black		25 piece		
	MARKER, PERMANENT, bullet type, blue		3 piece		
	INK CART, EPSON C13T664100 (T6641), Black		8 cart		
	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		270 piece		
	ALCOHOL, ethyl, 68%-72%, 1 gallon		111 gal		
	KN95 MASK		135 piece		
	Face Shield (direct splash protection)		100 piece		
	CETIRIZINE TABLET, 10 mg		150 tab		
	VITAMINS TABLET, 500 mg		5000 tab		
	GLOVES		100 piece		
	TOTAL	PHP 291,604.64			

Delivery Period : _____
Delivered to: _____

This is to submit our price quotations as indicated above subject to the terms and conditions of the RFQ

Supplier's Business Name :	TIN No.:
Address:	
Telephone No.:	Fax No.:
Supplier's Authorized Representative's Signature over Printed Name:	e-mail:
	Date