



REPUBLIC OF THE PHILIPPINES  
 Department of Education  
 National Capital Region  
 Schools Division Office Marikina City  
**STO. NIÑO ELEMENTARY SCHOOL**  
**BIDS AND AWARDS COMMITTEE**



**Request for Quotation (RFQ)**

Date: March 8, 2021  
 Quotation No. Deped Marikina SNES RFQ2021-011  
 PR No. 2021-01-012

**To all Eligible Suppliers/Bidders:**

I. Please quote your lowest price appraisal inclusive of VAT on all/each items below for the **“Supply and Delivery of Office and Janitorial Supplies for Principal’s Office / Teachers and Pupils’ Use at Sto. Niño Elementary School.”** This is subject to the Terms and Conditions of this RFQ. **Submit your quotation duly signed by your representative not later than 10:00A.M. of March 11, 2021.** The opening of quotation shall be on the same date, 10:15 A.M. at the Principal’s Office and/or thru video teleconferencing, Sto. Niño Elementary School, Sto. Niño, Marikina City. For more information, please call the BAC Secretariat at Telephone No. (02) 7621-70-31.

  
**AMELIA T. SANTIAGO**  
 BAC Chairperson

II. TOTAL APPROVED BUDGET:  
 III. SUMMARY OF ITEMS/WORKS

**Php 99,859.71**

Item No.	ITEM & DESCRIPTION	QUANTITY	UNIT COST (Php)	TOTAL COST (Php)
1	<b><u>Supply and Delivery of Office and Janitorial Supplies for Principal’s Office / Teachers and Pupils’ Use</u></b> *Please see attached detailed estimate*	1 lot		
	<b>TOTAL</b>			

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

Bidder’s Company Name:		TIN:	
Address:			
Telephone No.:		Fax No.:	
		e-mail:	
Supplier’s Authorized Representative’s Signature over Printed Name:		Date:	

**IV. Terms and Conditions**

**A. Submission of Requirements**

1. Signed quotation and other requirements stated below shall be placed inside a sealed envelope and shall be submitted to the bids and Awards Committee (BAC) through the BAC Secretariat / Principal’s Office, Sto. Niño Elementary School, Guerilla St., (formerly P. Antonio Street), Sto.Niño, Marikina City or through Courier Services. Soft copy of the requirements may also be sent through this email address: [snes.marikina@deped.gov.ph](mailto:snes.marikina@deped.gov.ph).

2. The sealed envelope should be properly marked and contain the following information:
  - a. Name of the project to be bid in CAPITAL LETTERS
  - b. Name and address of the bidder in CAPITAL LETTERS
  - c. Address of the Procuring Entity's BAC
  - d. Signature of the bidder on the flap side of the sealed envelope.
3. Supplier shall submit the following requirements:
  - a. Duly signed Request for Quotation (RFQ) with Filled up detailed estimate of appraisal, (Prices shall be quoted in Philippine Pesos)
  - b. G-EPS/PhilGeps Registration Certificate/Number
  - c. Valid Mayor's permit
  - d. Income/Business Tax Return
  - e. Notarized Omnibus Sworn Statement

#### **V. Instructions**

1. This quotation and the bidder's written acceptance will constitute a binding contract between procuring entity and bidder. The Procuring Entity is not bound to accept the lowest or any quotation received without the accompanying requirements stated above.
2. Quotation shall remain valid for a period of not less than thirty (30) calendar days after the deadline date specified for submission.
3. Quotation must be equal or lower than the approved budget of the contract of the Implementing Unit. The price quoted by the supplier/ bidder shall be fixed for the duration of the bid validity and the contract.
4. Supplier/ Bidder shall pick up the contract issued in its favour within three calendar days from date of receipt to that effect. A telephone call or fax transmission shall constitute an official notice to the bidder.

#### **VI. Award**

1. The Procuring Entity will award the contract to the supplier/bidder whose offer has been determined to be substantially responsive and who offered the lowest evaluated price quotation.
2. The Procuring Entity reserves the right to accept or reject any quotation and to cancel the process of competition and reject all quotations at any time prior to the award of the Contract, without thereby incurring any liability to the affected Supplier(s)/Bidder(s) or any obligation to inform the affected Supplier(s)/Bidder(s) of the grounds for the Procuring Entity's decision.
3. The Supplier/Bidder whose quotation has been accepted will be notified by the Procuring Entity prior to the expiration of the validity period of the Quotation.

#### **VII. Delivery, Inspection and Acceptance**

1. Service/goods for the program shall be delivered on the time and place specified in the contract/ PO.

#### **VIII. Terms of Payment:**

Payments shall only be processed after completion of the Delivery of all services/ goods listed in the Purchase Order/ Contract.

**DETAILED ESTIMATE**

PROJECT : **Supply and Delivery of Office and Janitorial Supplies for Principal's Office / Teachers and Pupils' Use**

OWNER : **Sto.Nino Elementary School**

<b>Item No.</b>	<b>ITEM &amp; DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT COST (Php)</b>	<b>TOTAL COST (Php)</b>
	<b>Electrical Supplies</b>			
1	INSECTICIDE, aerosol type, net content: 600ml min	6 cans		
2	HAND SANITIZER, 500 ml	5 bottles		
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	7 bottles		
4	ACETATE, thickness: 0.075mm min (gauge #3)	1 roll		
5	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	2 pads		
6	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	2 pads		
7	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	2 pads		
8	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	3 pieces		
9	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	75 reams		
10	PAPER, Multi-Purpose (COPY) A4, 70 gsm	60 reams		
11	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	45 reams		
12	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	3 books		
13	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	5 books		
14	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	6 packs		
15	BATTERY, dry cell, AA, 2 pieces per blister pack	20 packs		
16	BATTERY, dry cell, AAA, 2 pieces per blister pack	4 packs		
17	STAPLE WIRE, for heavy duty staplers, (23/13)	1 box		
18	STAPLE WIRE, STANDARD, (26/6)	9 boxes		
19	TAPE, ELECTRICAL, 18mm x 16M min	3 rolls		
20	TAPE, MASKING, width: 24mm (±1mm)	9 rolls		
21	TAPE, MASKING, width: 48mm (±1mm)	9 rolls		
22	TAPE, PACKAGING, width: 48mm (±1mm)	9 rolls		
23	TAPE, TRANSPARENT, width: 24mm (±1mm)	9 rolls		
24	TAPE, TRANSPARENT, width: 48mm (±1mm)	9 rolls		
25	TWINE, plastic, one (1) kilo per roll	2 rolls		
26	LED LINEAR TUBE, 18 WATTS FRO SERIES	6 pieces		
27	Light Bulb, LED, 7 watts 1 pc in individual box	20 pieces		
28	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	15 bottles		
29	CLEANSER, SCOURING POWDER, 350g min./can	25 cans		
30	DETERGENT POWDER, all purpose, 1kg	70 packs		
31	DISINFECTANT SPRAY, aerosol type, 400-550 grams	10 cans		

32	SODIUM HYPOCHLORITE, 3.785 liters	6 gallons		
33	HAND SOAP, Liquid, 500ml	3 bottles		
34	MOPHEAD, made of rayon, weight: 400 grams min	6 pieces		
35	RAGS, all cotton, 32 pieces per kilogram min	6 bundles		
36	TRASHBAG, plastic, transparent	50 rolls		
37	WASTEBASKET, non-rigid plastic	3 pieces		
38	COVERALL, non-sterile, protective, medical grade	5 pieces		
39	FACE SHIELD, direct splash protection	20 pieces		
40	PROTECTIVE SAFETY GOGGLES	10 pieces		
41	Polyethylene Apron (50g)	5 pieces		
42	SURGICAL GOWN	3 pieces		
43	HEAD COVER, disposable	10 pieces		
44	SHOE COVER, disposable	25 pairs		
45	NITRILE GLOVES	50 pieces		
46	PREMIUM LATEX GLOVES	100 pieces		
47	KN95 FACE MASK	10 pieces		
48	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	2 pieces		
49	MOUSE, optical, USB connection type	1 unit		
50	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	5 boxes		
51	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	5 boxes		
52	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	5 boxes		
53	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	5 boxes		
54	CORRECTION TAPE, film base type, UL 6m min	15 pieces		
55	DATA FILE BOX, made of chipboard, with closed ends	10 pieces		
56	DATA FOLDER, made of chipboard, taglia lock	10 pieces		
57	ENVELOPE, DOCUMENTARY, for A4 size document	2 boxes		
58	ENVELOPE, DOCUMENTARY, for legal size document	2 boxes		
59	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	1 box		
60	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	9 pieces		
61	ENVELOPE, MAILING, white, 80gsm (-5%)	1 box		
62	ENVELOPE, mailing, white, with window	1 box		
63	ERASER, FELT, for blackboard/whiteboard	6 pieces		
64	FASTENER, METAL, 70mm between prongs	3 boxes		
65	FILE ORGANIZER, expanding, plastic, 12 pockets	3 pieces		
66	FOLDER, FANCY, for A4 size documents	2 bundles		
67	FOLDER, FANCY, for legal size documents	2 bundles		
68	FOLDER, L-TYPE, PLASTIC, for A4 size documents	1 pack		
69	FOLDER, L-TYPE, PLASTIC, for legal size documents	6 packs		

70	INDEX TAB, self-adhesive, transparent	5 boxes		
71	MAGAZINE FILE BOX, LARGE size, made of chipboard	10 pieces		
72	MARKER, whiteboard, black, felt tip, bullet type	20 pieces		
73	MARKER, whiteboard, blue, felt tip, bullet type	10 pieces		
74	MARKER, whiteboard, red, felt tip, bullet type	10 pieces		
75	MARKER, PERMANENT, bullet type, black	30 pieces		
76	MARKER, PERMANENT, bullet type, blue	15 pieces		
77	MARKER, PERMANENT, bullet type, red	15 pieces		
78	PAPER CLIP, vinyl/plastic coat, length: 32mm min	15 boxes		
79	PAPER CLIP, vinyl/plastic coat, length: 48mm min	15 boxes		
80	RING BINDER, 80 rings, plastic, 32mm x 1.12m	3 bundles		
81	CUTTER KNIFE, for general purpose	3 pieces		
82	SCISSORS, symmetrical, blade length: 65mm min	2 pairs		
83	STAPLER, STANDARD TYPE, load cap: 200 staples min	3 pieces		
84	STAPLE REMOVER, PLIER-TYPE	2 pieces		
85	CALCULATOR, compact, 12 digits	1 piece		
86	INK CART, EPSON C13T664100 (T6641), Black	24 carts		
87	INK CART, EPSON C13T664200 (T6642), Cyan	12 carts		
88	INK CART, EPSON C13T664300 (T6643), Magenta	12 carts		
89	INK CART, EPSON C13T664400 (T6644), Yellow	12 carts		
90	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	15 pieces		
91	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	5 pieces		
92	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	5 pieces		
	<b>*** nothing follows ***</b>			
	<b>TOTAL</b>			