



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

May 29, 2023

REQUEST FOR PRICE QUOTATION (RFQ)

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Three Hundred Sixty-Two Thousand Three Hundred Fifty-Two Pesos (PhP362,352.00)** being the Approved Budget for the Contract (ABC), and submit the signed and sealed quotation to the Office of the BAC Chair, thru the Receiving Section of the SDO, **on or before June 2, 2023; 10:00 am**. Quotation higher than the ABC shall be rejected.

For more information, please contact **Ms. Phoebe R. Arroyo**, BAC Secretariat Chair at Tel. No. (02) 8805-9935 loc. 120 or at sdomuntinlupabacsec@gmail.com.

NERISSA R. LOMEDA PhD
 BAC Chair

Item No	Qty.	Unit	Item Description	PRICE		
				ABC	QUOTE	
					Unit	Total
LOT 1						
OFFICE SUPPLIES IN SUPPORT TO SDO MUNTINLUPA'S OPERATIONS/ISO PRACTICE						
1	50	bottle	Epson L3110 Ink (003 Black)	₱ 17,500.00		
2	50	bottle	Epson L14150 Ink (001 Black)	₱ 29,250.00		
3	40	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	₱ 2,600.00		
4	30	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	₱ 1,950.00		
5	40	piece	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	₱ 3,600.00		
6	30	piece	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	₱ 2,700.00		
7	20	piece	SIGN PEN, Hi-Techpoint V10 Grip (Black)	₱ 1,820.00		
8	500	piece	DATA FILE BOX, made of chipboard, with close ends (Royal Blue)	₱ 100,000.00		
9	500	piece	DATA FOLDER, made of chipboard, with taglia lock, 2 metal punch/ lever arch file, (Royal Blue)	₱ 175,000.00		
10	5	box	Pencil (Led with Eraser)	₱ 660.00		
11	30	pad	Post it (3inch x 3inch)	₱ 2,280.00		
12	10	piece	White Board Marker (Black)	₱ 400.00		
13	10	set	Highlighter Reg 1546 Textliner (4 pcs per set)	₱ 2,020.00		
14	4	set	File Tab Divider, 5 tabs, colored, for A4	₱ 152.00		
15	4	set	File Tab Divider, 5 tabs, colored, Legal	₱ 160.00		



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan, Muntinlupa City
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				ABC	QUOTE	
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LOT 1						
OFFICE SUPPLIES IN SUPPORT TO SDO MUNTINLUPA'S OPERATIONS/ISO PRACTICE						
16	50	roll	TAPE, TRANSPARENT, width: 24mm (±1mm)/ for tape dispenser	₱	2,500.00	
17	50	roll	TAPE, TRANSPARENT, width: 48mm (±1mm)	₱	3,500.00	
18	50	roll	Masking Tape (1 inch)	₱	4,250.00	
19	50	roll	Double Sided Tape (1 inch)	₱	4,250.00	
20	10	box	Rubber Band no. 18	₱	1,760.00	
21	10	piece	Staple Remover, Claw Type 508	₱	400.00	
22	50	piece	Correction Tape	₱	3,050.00	
23	30	box	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)/ To be sold in bundles of 10pcs	₱	1,050.00	
24	30	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)/ To be sold in bundles of 10pcs	₱	1,500.00	
TOTAL				₱	362,352.00	
Terms of Payment: Payment shall be made by the Procuring Entity through Land Bank's LDDAP-ADA/Bank Transfer Facility or through Land Bank's cheque whichever is the preferred payment of the supplier, not later than sixty (60) days after submission of an invoice or claim by the Supplier. Bank Transfer fee shall be charged against the creditor's account.						
Contract Duration				15 Calendar days		
Mayor's Permit No: Issued on: Issued at:				Contact Number: Landline No.: Mobile No.:		
SEC/CDA/DTI Registration No.:				Name of Owner / Authorized Representative:		
PhilGEPS Registration No.:				Owner / Authorized Representative's Signature:		

Important Terms

Each supplier shall fill-up this Request for Price Quotation Form with the following attachments:

- photocopy of the valid business permit/ mayor's permit
- photocopy of SEC / DTI / CDA registration
- photocopy of PhilGEPS registration

All technical specifications are mandatory. Suppliers shall indicate the brand, model and complete specification of the offered commodity. The form must be signed by the owner/ authorized representative. **Should there be submission of a separate quotation with a different declared amount, the quote in the RFQ prevails.**

Failure or non-compliance to the above-cited pre-requisites shall be ground for the supplier's disqualification.

RFQ-2023-015



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