




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

November 22, 2023

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **ONE HUNDRED FOURTEEN THOUSAND TWO HUNDRED TWENTY-FIVE PESOS (PHP114,225.00)** 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 November 28, 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](mailto:sdomuntinlupabacsec@gmail.com).

  
**NERISSA R. LOMEDA CESE**  
 BAC Chair

Item No	Qty.	Unit	Item Description	PRICE		
				ABC	QUOTE	
					Unit	Total
<b>LOT 1</b>						
<b>OFFICE SUPPLIES IN SUPPORT TO SDO MUNTINLUPA'S OPERATIONS - ISO PRACTICE</b>						
1	20	bottle	Epson L3110 Ink (003 Black)	₱7,000.00		
2	100	piece	Ballpen 0.5 mm, Black	₱1,200.00		
3	30	piece	Ballpen 0.5 mm, Blue	₱360.00		
4	30	piece	Ballpen 0.5 mm, Red	₱360.00		
5	40	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	₱2,600.00		
6	30	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	₱1,950.00		
7	40	piece	SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	₱3,600.00		
8	30	piece	SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	₱2,700.00		
9	20	piece	SIGN PEN, Hi-Techpoint V10 Grip (Black)	₱1,820.00		
10	15	piece	Multi-Purpose Scissor, 8inch Pointed Straight Stainless Steel	₱1,800.00		
11	30	piece	Clear Book, Long, 20 sheets	₱7,200.00		
12	30	set	Highlighter (4's per set)	₱6,060.00		
13	50	pad	Post it (2inch x 3inch)	₱4,250.00		
14	100	pack	Filler Notebook (5's per pack)	₱6,500.00		
15	50	piece	Plastic Expandable Clear Envelope, Long, with handle	₱5,750.00		



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				ABC	QUOTE	
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<b>LOT 1</b>						
<b>OFFICE SUPPLIES IN SUPPORT TO SDO MUNTINLUPA'S OPERATIONS - ISO PRACTICE</b>						
16	150	ream	Multi-Purpose Copy Paper 80 gsm, A4 size, 500s	₱51,750.00		
17	50	piece	Correction Tape	₱3,050.00		
18	50	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)/ To be sold in bundles of 10pcs	₱2,500.00		
19	50	piece	TAPE, TRANSPARENT, width: 24mm (±1mm)/ for tape dispenser	₱2,500.00		
20	15	bottle	Stamp Pad Ink, 25ml, (Black)	₱255.00		
21	15	bottle	Stamp Pad Ink, 25ml, (Blue)	₱255.00		
22	15	bottle	Stamp Pad Ink, 25ml, (Green)	₱255.00		
23	15	bottle	Stamp Pad Ink, 25ml, (Red)	₱255.00		
24	15	bottle	Stamp Pad Ink, 25ml, (Purple)	₱255.00		
<b>TOTAL</b>				<b>₱ 114,225.00</b>		

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:



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### 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-2023-038



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