



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

November 13, 2024

**REQUEST FOR PRICE QUOTATION (RFQ)**

Please quote your lowest price, inclusive of taxes on the item/s listed below, not higher than **Ninety One Thousand Six Hundred Four Pesos and Twenty Six Centavos (P 91,604.26)** 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 18, 2024; 10:00 am**. Quotations higher than the ABC shall be rejected.

For more information, please contact **Ms. Lourdes V. Rodilla/Mr. Joseph D. Nilo/Ms. Joiche I. Luna**, BAC Secretariat Members at Tel. No. (02) 8829-2308 loc. 129/120 or at [sdomuntinlupabacsec@gmail.com](mailto:sdomuntinlupabacsec@gmail.com).

  
**MA. REGAEL A. OLARTE**  
 BAC Chairperson

| Item No   | Qty. | Unit   | Item Description   | PRICE       |       |       |
|---|------|--------|--|-------------|-------|-------|
|   |      |        |  | ABC         | QUOTE |       |
|   |      |        |  |             | Unit  | Total |
| <b>LOT 1</b>  |      |        |  |             |       |       |
| <b>OFFICE SUPPLIES AND MATERIALS FOR THE UTILIZATION OF FUND FOR ALTERNATIVE LEARNING SYSTEM PROGRAM SUPPORT FUND (ALS -PSF) (2<sup>nd</sup> Posting)</b> |      |        |  |             |       |       |
| 1   | 2    | piece  | Puncher, 2 hole for 40 sheets 7 cm                           | ₱ 360.00    |       |       |
| 2   | 70   | ream   | A4 Bond Paper, 80 gsm  | ₱ 19,950.00 |       |       |
| 3   | 70   | ream   | Long Bond Paper, 80 gsm                                      | ₱ 21,700.00 |       |       |
| 4   | 50   | ream   | Short Bond Paper, 70 gsm                                     | ₱ 9,250.00  |       |       |
| 5   | 100  | piece  | Expandable Folder, Pressboard, A4 Green                      | ₱ 2,500.00  |       |       |
| 6   | 100  | piece  | Expandable Folder, Pressboard, Long Blue                     | ₱ 2,500.00  |       |       |
| 7   | 100  | piece  | Expandable Envelope, Brown, Long                             | ₱ 2,500.00  |       |       |
| 8   | 6    | bottle | Ink for Canon Printer GI-790 (M, Y, CY), 2 bottles per color | ₱ 2,340.00  |       |       |
| 9   | 2    | bottle | Ink for Canon Printer GI-790 (BK)                            | ₱ 1,300.00  |       |       |
| 10  | 20   | piece  | Masking Tape 24 mm   | ₱ 560.00    |       |       |
| 11  | 3    | piece  | Scissor (6" Heavy Duty stainless)                            | ₱ 450.00    |       |       |
| 12  | 10   | Box    | Staple Wire 23/10  | ₱ 380.00    |       |       |
| 13  | 2    | piece  | Sharpener for Pencil, (Desktop Heavy Duty)                   | ₱ 760.00    |       |       |
| 14  | 10   | piece  | Correction Tape CT 508 (5mmx8m)                              | ₱ 550.00    |       |       |
| 15  | 10   | piece  | Transparent Tape 48 mm x 80m                                 | ₱ 850.00    |       |       |
| 16  | 11   | piece  | Transparent Tape 24 mm x 30m                                 | ₱ 198.00    |       |       |
| 17  | 10   | piece  | Ring Binder Large, Thick, black                              | ₱ 880.00    |       |       |
| 18  | 18   | pack   | Board Paper Velum, White, A4, 100 gsm, 10 sheets/pack        | ₱ 756.00    |       |       |



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[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

| Item No   | Qty. | Unit  | Item Description   | PRICE              |       |       |
|---|------|-------|--|--------------------|-------|-------|
|   |      |       |  | ABC                | QUOTE |       |
|   |      |       |  |                    | Unit  | Total |
| <b>LOT 1</b>  |      |       |  |                    |       |       |
| <b>OFFICE SUPPLIES AND MATERIALS FOR THE UTILIZATION OF FUND FOR ALTERNATIVE LEARNING SYSTEM PROGRAM SUPPORT FUND (ALS -PSF) (2<sup>nd</sup> Posting)</b>   |      |       |  |                    |       |       |
| 19  | 60   | pack  | Board Paper Velum, White, Short, 100 gsm, 10 sheets/pack | ₱ 2,400.00         |       |       |
| 20  | 10   | pack  | PVC Clear Cover, A4, 100 sheets/pack                     | ₱ 7,500.00         |       |       |
| 21  | 10   | pack  | Paper Binding Cover, Morocco, 230g, 100 sheets/pack      | ₱ 6,500.00         |       |       |
| 22  | 18   | pack  | Parchment Paper, A4, 10 sheets/pack                      | ₱ 684.00           |       |       |
| 23  | 30   | piece | Glue Stick Small   | ₱ 330.00           |       |       |
| 24  | 5    | set   | Epson Ink 003 (one set)                                  | ₱ 6,400.00         |       |       |
| 25  | 1    | piece | Ballpen  | ₱ 6.26             |       |       |
|   |      |       |  | <b>₱ 91,604.26</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   |      |       | 7 Calendar Days  |                    |       |       |
| Mayor's Permit No:<br>Issued on:<br>Issued at:  |      |       | Contact Number:<br>Landline No.:<br>Mobile No.:          |                    |       |       |
| SEC/CDA/DTI Registration No.:   |      |       | Name of Owner / Authorized Representative:               |                    |       |       |
| PhilGEPS Registration No.:  |      |       | 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 PhilGEPS Registration
- photocopy of SEC/DTI/CDA 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 with the above-cited pre-requisites shall be grounds for the supplier's disqualification.**