

SCHOOLS DIVISION OFFICE OF ALBAY SAN JOSE NATIONAL HIGH SCHOOL

San Jose, Malilipot, Albay

REQUEST FOR QUOTATION

San Jose National High School, through its Bids and Awards Committee, will undertake procurement in accordance with the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184, otherwise known as the Government Procurement Reform Act. The procurement details are as follows:

RFO No.:

2023-10-034

Project Name:

For School Offices use (Principal's Office, Accounting Office, BAC Office,

Guidance Office), JHS and SHS Departments, 1st Periodic Test, and for

Supply Room

Approved Budget

Three Hundred Ninety Thousand Five Hundred Fifty Pesos Only

for the Contract:

Php 390, 550.00

Award Mode:

PER LOT, Lowest Calculated Responsive Bid

Procurement:

Shopping

Specifications/

See the attached Annex "A" for specifications and Annex "B" for a schedule

Conditions: of requirements

Interested suppliers are required to submit the price quotation (Annex "A"), Schedule of Requirements (Annex "B") and the following documents (with / mark):

THICK	b) and the following documents (war) marry.
/	Clear photocopy of latest Mayor's Permit/Business Permit
/	PhilGEPS Registration Number/Certificate of Registration
/	Income/Business Tax Return
/	Omnibus Sworn Statement
	Philippine Contractors Accreditation Board (PCAB) License
	Net Financial Contracting Capacity (NFCC)
	Professional License/Curriculum Vitae

Submission of quotation and documents is on or before 9:00 a.m., October 16, 2023 at the Bids & Awards Committee Secretariat Office, San Jose National High School, San Jose, Malilipot, Albay. Open submission may be submitted, manually or through email at sjnhsbacsecretariat@gmail.com in Portable Document Format (PDF).

The SJNHS - BAC reserves the right to accept or reject any or all the bids/quotations, waive any defect or informality therein, declare a failure of bidding/procurement, get the bid, and award the contract to the most advantageous offer to the procuring entity, for and in behalf of the project. San Jose National High School assumes no responsibility to compensate or indemnify the bidder for any expense or loss incurred for the preparation of bids, nor does it guarantee that an award will be made.

For inquiries, you may contact the BAC Secretariat Office at 09666517294/09953980893 (calls only).

Very truly yours,

JOMALYN A. BENDICIO

Bids & Awards Committee Secretariat Member

Republic of the Philippines Department of Education REGION V — BICOL SCHOOLS DIVISION OF ALBAY PROVINCE SAN JOSE NATIONAL HIGH SCHOOL SAN JOSE, MALILIPOT, ALBAY

REQUEST FOR QUOTATION

Date: OCTOBER 9, 2023

Name of Company: Address: Business Permit No.:	TIN:
Philgeps Registration No.:	a with

Please quote your lowest price inclusive of VAT on the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation, stating the shortest time of delivery.

FRELLE B. BELO
BAC Chairnerson

		Quantity		Approved Budget of the Contract					Compliance with Technical Specifications			
Item No.				UNIT	TOTAL	PRICE Unit		Total Price		No	REMARKS	
	ITEM DESCRIPTION	(QTY)	Unit	PRICE	IOIAL	QTY.	FIICE	FIICE	163	110		
1	Paper, Multi-Purpose, Legal Size 80gsm	245	ream									
2	Paper, Multi-Purpose, A4 Size 80gsm	180	ream									
3	Paper, Multi-Purpose, Short Size 80gsm	15	ream									
4	Record Book, 150 pages, 214mm x 278mm min	3	рс									
5	Sticky Notes, 100 sheets pastel color, 3x3 inches	17	pad									
6	Staple Wire #35, Standard, 26/6	50	box									
7	Stapler Heavy Duty, Big, #35	3	рс									
8	Flash Drive, 64gb Capacity	2	рс				-					
9	Flash Drive, 16gb Capacity	3	рс									
10	Binder Clip, 41mm	15	box									
11	Binder Clip, 1 inch	16	box				-					
12	Binder Clip, 51mm	8	box									
13	Correction Tape, film base type, UL 6m min	42	рс									
14	Folder, Fancy, Legal Size, White	1425	рс									
15	Folder, Fancy, Legal Size, Green & Yellow	50	рс									
16	Folder, Fancy, Short Size, White	100	рс									
17	Folder, Fancy, Legal Size, Red	50	рс									
18	Highlighter Pen, Yellow & Green	2	рс									
19	DCP-T510W Ink, Black	5	btl									
20	DCP-T510W Ink, Colored	2	btl									
21	DCP-T510 3in1 Print Scan Copy WIFI Refill Tank System	1	unit									
22	Brown Envelope, Long	575	рс				+					
23	Tissue Paper 2ply	64	roll									
24	Paper Clip Vinyl Small	8	box									
25	Toilet Bowl Cleaner 1L	3	btl									
26	Toilet Powder Cleanser 500g	1	pack									
27	Trash Bin, small	1	рс									_
28	Water Dispenser, Hot & Cold	2	unit									
29	Calculator, Wide Calculator 12 digits	1	рс								-	
30	Sign Pen 0.3 Blue	34	рс									_
31	Sign Pen 0.3 Black	24	рс						-			
32	Sign Pen 0.5 Blue	19	рс						+	-	-	
33	Ballpoint (black)	34	рс							-	-	
34	Sign Pen, 0.5 Black	46	рс					-		-		
	Permanent Marker Pen Broad (black)	104	рс						-	-		
36	Permanent Marker Pen Broad (blue)	3	рс					-				
37	Permanent Marker Pen Broad (red)	3	рс					-	-			
38	Permanent Marker Ink, Black	101	btl					-	-			
39	CANON Ink #810 Blk	10	cart				-	-				
	CANON Ink #811 Colored	5	cart									
	HP Ink Cartridge 680, Black	32	cart									
42	HP Ink Cartridge 680, Colored	27	cart									

	Incomed Book 200 access 24.4					T		
43	Record Book, 300 pages, 214mm x 278mm min	13	рс					
44	Ribbon Cartridge (EPSON) FX2175, S0155841/S015327	5	рс					-
45	Isopropyl Alcohol 500mL	5	btl					-
46	Scissor, Big	4	рс					-
47	Scotch Tape, Transparent, Big	1	рс					-
48	Stamp Pad	1	рс					
49	Plastic Paper Fastener	6	box					
50	Rubber Bands, Flat/Big, Yellow	1	box					
51	EPSON Ink #003, Black	22	btl					
52	EPSON Ink #003, Magenta	14	btl					
53	EPSON Ink #003, Cyan	14	btl					
54	EPSON Ink #003, Yellow	14	btl					
55	EPSON Ink #001, Black	1	btl					
56	Wall Clock	1	рс					
57	Duck Tape, 25M	10	roll					
58	Double Sided Tape 1"	3	рс					
59	Masking Tape, Big	8	рс					
60	Assorted Color Push Pin (100 pcs)	4	box					
61	Cork Board 15" x 24" with Aluminum Frame	1	рс					
62	Cutter Blade, Light Duty, Big	3	рс					
63	Cutter Blade, Big	10	tube					
64	Mailing Envelope, long	100	рс					
65	Scotch Tape, 1"	6	roll					
66	Scanner for long documents	1	unit					
67	Extension Wire, 10 meters	2	рс					
68	Extension Wire, 5 meters	1	рс					
69	Multi Purpose Glue, 130grams	6	btl					
70	Optical USB Wired Mouse	2	рс					
71	Stamp Pad, big	1	рс					
72	Stamp Pad Ink	1	btl					
73	Filing Cabinet, 4 Drawers	1	unit					
74	Cork Board 2' x 3' with Aluminum Frame	2	рс					
75	Electric Fan 16"	1	unit					
76	Laminating Film 65x95mm 250 micron	15	pack					
77	Office Table 120cm L x 70cm W, with 3 drawers & lock	1	рс					
78	Laminating Film 65x95mm 125 micron	2	pack					
	Thumb Tacks	10	box					
	Paper Clip, Big, 50mm	2	box					
	Air Freshner	3	btl					
	Sticker Paper, Glossy, long (10s)	13	pack					
	All in-one-Printer, Smart Tank	1	unit					
	Ink for Printer, Black	3	btl					
	Ink for Printer, Cyan	2	btl					
	Ink for Printer, Magenta	2	btl					
	Ink for Printer, Yellow	2	btl					
	Paper Tape, big	99	рс					
	CANON PIXMA 790, Black	2	btl					
90	CANON PIXMA 790, Cyan	1	btl					
	CANON PIXMA 790, Magenta	1	btl					

I have read and understood the terms and conditions stated above. By signing this quote, I hereby agree and bind myself to the terms and conditions.

Signature over Printed Name:	
Telephone No. :	
Date:	
	Canvaccon