



## Bid Notice Abstract

### Invitation to Bid (ITB)

**Reference Number** 9508289  
**Procuring Entity** DEPARTMENT OF EDUCATION - DIVISION OF TANGUB CITY  
**Title** Procurement of Office Supplies  
**Area of Delivery** Misamis Occidental

<b>Solicitation Number:</b>	2023-02-003	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Office Equipment Supplies and Consumables		
<b>Approved Budget for the Contract:</b>	PHP 124,900.85	<b>Document Request List</b>	0
<b>Delivery Period:</b>	3 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	23/02/2023
<b>Contact Person:</b>	Bride Joy Monera Candano BAC Secretariat Chairman Dr. Aniceto Siete St. Tangub City Misamis Occidental Philippines 7214 63-545-0304 63-545-0304 tangub.city@deped.gov.ph	<b>Last Updated / Time</b>	22/02/2023 14:24 PM
		<b>Closing Date / Time</b>	27/02/2023 10:00 AM

#### Description

##### REQUEST FOR QUOTATION

Date : February 23, 2023  
 Quotation No.: 2023-02-003  
 Office/School: Division Office  
 TO ALL ELIGIBLE SUPPLIERS:

Please quote your lowest price inclusive of VAT and best delivery date on the items/s listed below, subject to the Terms and Conditions of this RFQ. This Request for Quotation or your formal bid proposal duly signed by you or your representative shall be personally submitted to Lorena P. Serrano, BAC Chair, @ DepEd Division Tangub City, Aniceto Siete St., Tangub City on February 27, 2023, @ 10:00 AM on which date RFQ shall be opened with or without your presence or duly authorized representative. For more information please call DepEd -Tangub Bids and Awards Committee (BAC)

Thank you.

LORENA P. SERRANO, CESO VI  
BAC Chairman

Note: 1. All entries must be legibly written  
2. Delivery period within three (3) calendar days.  
3. Warranty shall be for a period of six (6) months for supplies and materials one (1) year for equipment from date of acceptance by the procuring entity.  
4. PHILGEPS registration certificate, photocopy of mayor's permit, income tax return and omnibus sworn statement will be asked to the winning bidder per 2016 Revised IRR of RA 9184.

Item No. Qty. Unit Name of Supplies/Materials/Services Etc. Unit Price Total Price

1 123 pc Ballpen Black  
2 5 box Binder Clip Backfold 15mm  
3 6 box Binder Clip Backfold 19mm (small)  
4 13 box Binder Clip Backfold 32mm (medium)  
5 19 box Binder Clip Backfold 51mm (large)  
6 129 ream Bondpaper A4  
7 67 ream Bondpaper Long  
8 5 ream Bondpaper Short  
9 370 pc Brown Envelope Long  
10 1 pc Calculator  
11 3 pc Cashbook  
12 27 pc Computer Ink 003 black  
13 4 pc Computer Ink 003 cyan  
14 4 pc Computer Ink 003 magenta  
15 4 pc Computer Ink 003 yellow  
16 2 pc Computer Ink Brother black  
17 1 pc Computer Ink Brother cyan  
18 1 pc Computer Ink Brother magenta  
19 1 pc Computer Ink Brother yellow  
20 3 pc Computer Ink Epson 664 black  
  
21 2 pc Computer Ink Epson 664 magenta  
22 2 pc Computer Ink Epson 673 Cyan  
23 2 pc Computer Ink Epson 673 yellow  
24 49 pc Correction Tape  
25 200 pc Expanded Envelope (Blue)  
26 50 pc Expanded Envelope (Orange)  
27 3 box Fastener  
28 76 pc File Saver  
29 4 pc Finger Tip Moistener  
30 10 pc Flag 3x5  
31 480 pc Folder Long  
32 100 pc Folder Short  
33 1 set Highlighter (3pc/set - assorted)  
34 19 pc Logbook 500s  
35 2 pc Masking Tape #1  
36 3 pc Masking Tape #2  
37 10 pc Packing Tape 2"  
38 8 box Paper Clip jumbo  
39 1 pc Pencil Sharpener  
40 30 pc Pentel Pen Black  
41 5 pack Photo Paper A4  
42 1 pc Puncher Heavy Duty (2 Hole)  
43 1 box Rubber Band (box)  
44 2 pc Scissors  
45 24 pc Sign Pen 0.4 BL-GC4 G TEC Pen (Black)  
46 12 pc Sign Pen 0.4 BL-GC4 G TEC Pen (Blue)  
47 24 pc Sign Pen 0.4 BL-GC4 G TEC Pen (Red)  
48 48 pc Sign Pen 0.7 black (Pilot)  
49 235 pc Signpen black  
50 32 pc Signpen blue  
51 48 pack Specialty Board Paper A4 20 GSM  
52 2 ream Specialty Paper Long (Light Green)  
53 5 pc Stamp Pad  
54 15 pc Stamp Pad Ink Voilet  
55 24 box Staple Wire #35  
56 9 pc Stapler Heavy Duty with Staple wire Remover  
57 13 pad Sticky Note

x-x-x-x-x-x

After having carefully read and accepted your conditions, I/we quote you on the item at prices noted above.

Printed Name over signature

Name of Store/Tel/Cel No.

Date

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	Procurement of Office Supplies	Pls see attached	1	Lot	124,900.85

**Created by** Bride Joy Monera Candano**Date Created** 22/02/2023

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