



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION NATIONAL CAPITAL REGION
QCU Philippine Metalcasting Association, Inc. Bldg.
673 Quirino Hwy, Brgy. San Bartolome, Novaliches, Quezon City, Metro Manila 1116

REQUEST FOR QUOTATION

Date: February 16, 2026
P.R. No. : 2026-02-033; 034; 044; 048
Quotation No: CHED-NCR RFQ2026-02-014

REQUISITIONING OFFICE/END USER	ADMINISTRATIVE & TECHNICAL DIVISION
APPROVED BUDGET FOR THE CONTRACT (ABC)	P239,760.75
FUNDING SOURCE	UNIFAST MOOE; CMSP & ESTAT MOOE; LGS MOOE; GAA FUND

Company Name/Business Name : _____
Address: _____
Business/Mayor's Permit No: _____
TIN: _____ PhilGEPS Registration Number (**required**) _____

Conditions of this RFQ, stating the shortest time of delivery and submit your SEALED quotation duly signed by your representative at the Bids and Awards Committee, CHED-NCR QCU Philippine Metalcasting Association, Inc. Bldg., 673 Quirino Hwy, Brgy. San Bartolome, Novaliches, Quezon City, Metro Manila 1116 or through electronic mail at bac.ncr@ched.gov.ph not later than 9:00 am of March 9, 2026. For more information, please call the BAC Secretariat at telephone no: 8403-2196.

CABOLYN DM. SAMBAS
BAC Secretariat

Terms and Conditions:

1. All Entries must be typewritten or legibly written.
2. Delivery Period within 7 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. Price validity shall be a period of 60 calendar days.
5. Supplier shall submit the following:
 - 5.1 SEC or DTI Certificate of Registration
 - 5.2 Valid Mayor's/Business Permit
 - 5.1 PhilGEPS Registration Certificate
 - 5.3 Original brochures of the items offered showing its per characteristics or certifications, if applicable.

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
	LOT	PROCUREMENT OF COMMON SUPPLIES NOT AVAILABLE IN PS-DBM FOR 1ST QUARTER FY 2026	1		
1	GAL	ALCOHOL, Ethyl, 1 Gallon	3		
2	PACK	BATTERY, dry cell, AA	30		
3	PACK	BATTERY, dry cell, AAA	25		
4	PIECE	BROOM, Walis Tambo	5		
5	PIECE	BROOM, Walis Ting-Ting	5		
6	PIECE	CERTIFICATE HOLDER, A4 Size, Black	30		
7	PIECE	CERTIFICATE HOLDER, Letter Size, Black	30		
8	BOTTL	CLEANER, toilet and urinal	3		
9	PIECE	CLEARBOOK, A4	10		
10	PIECE	CLEARBOOK, Refillable, 20 sheets & holes, A4	5		
11	PIECE	CLEARBOOK, Refillable, 20 sheets & 27 holes, Long	5		
12	BOX	CLIP, Backfold, 19mm	33		
13	BOX	CLIP, Backfold, 25mm	13		
14	BOX	CLIP, Backfold, 32mm	20		
15	BOX	CLIP, Backfold, 41mm	20		
16	BOX	CLIP, Backfold, 50mm	20		
17	PIECE	CORRECTION TAPE, Refillable	70		
18	PIECE	DATA FOLDER	80		
19	PIECE	DATER STAMP	1		
20	PIECE	DETERGENT BAR, 140g	10		
21	POUCH	DETERGENT POWDER, all-purpose	10		
22	PIECE	DUST PAN	3		
23	PIECE	ENVELOPE, expanding, kraft, Legal	50		
24	BOX	ENVELOPE, expanding, plastic	3		
25	PIECE	ENVELOPE, documentary, Legal	200		
26	BOX	ENVELOPE, Mailing	1		
27	PIECE	Folder, White, 4A	30		
28	PIECE	Folder, White, Legal	50		
29	PIECE	ERASER, Plastic/Rubber	20		
30	BOX	FASTENER, metal	5		
31	UNIT	FIRE EXTINGUISHER, dry chemical	1		
32	UNIT	FLASH DRIVE, 64GB capacity	10		
33	BOTTL	INK, O03 Epson, Black	26		
34	BOTTL	INK, O03 Epson, Cyan	23		
35	BOTTL	INK, O03 Epson, Magenta	23		
36	BOTTL	INK, O03 Epson, Yellow	23		
37	JAR	GLUE, All Purpose	10		

38	SET	MARKER, fluorescent, 4s	24		
39	PIECE	MARKER, Permanent, Fine 1mm, Black	10		
40	PIECE	MARKER, Permanent, Ultra Fine, Black	10		
41	PIECE	MARKER, Permanent, Black	5		
42	PIECE	MARKER, Whiteboard, Blue	5		
43	PIECE	MARKER, Whiteboard, Extra Fine, Black	5		
44	PIECE	MARKER, Whiteboard, Extra Fine, Blue	5		
45	PIECE	MARKER, Whiteboard, Extra Fine, Red	3		
46	PIECE	MARKER, Whiteboard, Red	5		
47	UNIT	MOP BUCKET, heavy duty, hard plastic	1		
48	PAD	NOTEPAD, Stick-on, 15mm x 50mm, 5 pads each	24		
49	PAD	NOTEPAD, Stick-on, 50mm x 76mm	34		
50	PAD	NOTEPAD, Stick-on, 76mm x 100mm	35		
51	BOX	PAPER CLIP, vinyl/plastic coated, 33mm	30		
52	BOX	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	25		
53	UNIT	PAPER SHREDDER	1		
54	PACK	PAPER, Colored Paper Assorted, Letter, 10s	5		
55	REAM	PAPER, Multi-Purpose, Legal, 70gsm	45		
56	REAM	PAPER, Multi-Purpose, A4, 70gsm	180		
57	REAM	PAPER, Multi-Purpose, Legal, 80gsm	5		
58	REAM	PAPER, Multi-Purpose, A4, 80gsm	10		
59	PACK	PAPER, Parchment, Letter Size, Plain White, 10s	50		
60	PACK	PAPER, Sticker Paper, A4 Size, Satin, 10s	20		
61	PACK	PAPER, Sticker Paper, A4 Size, Glossy, 10s	10		
62	PACK	PAPER, Sticker Paper, A4 Size, Matte, 10s	10		
63	PIECE	PEN, holder, 4in1	3		
64	BOX	PEN, Ballpoint, 0.5mm, Black	1		
65	BOX	PEN, Ballpoint, 0.5mm, Blue	1		
66	PIECE	PEN, Ballpoint Retractable, 0.5mm, Black	40		
67	PIECE	PEN, Fine Liner, Black	2		
68	PIECE	PEN, Gel Pen, 0.5mm, Green	10		
69	PIECE	PEN, Gel Pen, 0.5mm, Purple	10		
70	PIECE	PEN, Gel Pen, 0.5mm, Pink	10		
71	BOX	PEN, Sign Pen, 0.5mm, Black	1		
72	PIECE	PEN, Sign Pen Quick Dry, 0.5mm, Black	40		
73	PIECE	PEN, Sign Pen Quick Dry, 0.5mm, Blue	40		
74	BOX	PENCIL, Lead/Graphite with Eraser	15		
75	PIECE	PHILIPPINE NATIONAL FLAG	2		
76	BOX	RUBBER BAND, flat, 350gms	13		
77	PIECE	RULER, Plastic, 30cm, 12in	3		
78	PIECE	SCISSORS, Multi-Purpose, 8.25in	5		
79	PIECE	SIGN PEN, Extra Fine Tip, Black	10		
80	PIECE	STAMP PAD, felt, Blue	2		
81	BOTTL	STAMP PAD, Ink, 30ml, Blue	2		
82	BOTTL	STAMP PAD, Ink, Black	20		
83	BOTTL	STAMP PAD, Ink, 28ml, Black	3		
84	BOTTL	STAMP PAD, Ink, 28ml, Red	1		
85	BOX	STAPLE WIRE No. 26/6, 5000s	27		
86	ROLL	TAPE, Duct Tape, 48mm x 13.7 m, Red Premium	3		
87	ROLL	TAPE, Double-Sided, 12mm	10		
88	ROLL	TAPE, electrical	3		
89	PACK	TAPE, Flag Tape, 10mm x 44mm, 100 sheets per pack	23		
90	ROLL	TAPE, Masking, 24mm	17		
91	ROLL	TAPE, Packaging, 48mm	5		
92	ROLL	TAPE, transparent, 12mm x 30m	2		
93	ROLL	TAPE, transparent, 18mm x 40m	10		
94	ROLL	TAPE, transparent, 24mm	20		
95	PACK	TISSUE, Interfolded Paper Towel	30		
96	ROLL	TOILET TISSUE PAPER, 2-3 ply	80		
97	CART	TONER CARTRIDGE, HP CE285A (HP85A), Black	19		
98	PACK	TRASHBAG, XL size	20		
99	PACK	TRASHBAG, XXL size	30		
100	ROLL	TWINE, Plastic	1		
101	PIECE	UNIVERSAL SOCKET ADAPTER	5		
102	PACK	VELLUM BOARD, 180gsm, A4 size, White, 10s	60		
103	PACK	VELLUM BOARD 90gsm, A4 size, Pale Cream, 100s	3		
104	SET	CHALKBOARD & WHITEBOARD CLEANING KIT	2		
105	PIECE	WIRELESS PRESENTATION POINTER	2		
Mode of Payment: Send Bill, No down payment, Free delivery, Accepts Landbank Check for payment					
Quotation should be VAT inclusive					
				GRAND TOTAL	

NOTHING FOLLOWS

After having carefully read and accepted your General Condition, I / We quote you on the item/s at prices noted above.

Canvassed By:


MICA LUZIELLE S. VIDAD
 Authorized Canvasser

Printed Name / Signature

Position/Designation

Tel. No. / Cellphone No.

TIN No. of Establishment

Date

1. Quotations and other requirements stated below shall be submitted to the Commission on Higher Education-NCR, Quezon City, Philippines on the date and time stated in this RFQ.

2. Supplier shall submit the following requirements :

- a. Duly signed Request for Quotation. Prices shall be quoted in Philippine Pesos. Statement of Compliance must be accomplished by supplier
- b. Valid Mayor's Permit
- c. Original Brochures or certificates of the items offered showing its performance characteristics or specifications, if applicable.

Price validity shall be 60 calendar days from the deadline of submission of quotation.

Ocular Inspection

Upon the decision of the End-User and BAC, the supplier and its concerned premises may be subjected to ocular inspection and approval by the End-User and/or TWG Inspections of the BAC prior to the award.

Award

The supplier that submitted the lowest calculated responsive quotation, and passed the ocular inspection conducted by the End-User and BAC prior to the event, if any, shall be awarded the contract.

Evaluation of Quotations

Quotations shall be compared and evaluated of the basis of the following criteria:

1. Completeness of Submission
2. Compliance with Item & Description Requirements (Technical Specifications)
3. Price

Instructions

1. Supplier shall be responsible for the (source (s) of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or contract. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.

2. Supplier that accepted an award, purchase order, or contract but failed to deliver the required goods/services/equipment within the time called for in the award, purchase order, or contract shall be disqualified from participating in CHEDNCR future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A.9184 and its IRR-A against the supplier.

3. All duties, excise, and other taxes, and revenue charges shall be paid by the supplier.

4. All transactions are subject to withholding of credible Government Taxes per revenue regulation(s) of the Bureau of Internal Revenue

Liquidation Damages

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered goods/services/equipment shall be charged as liquidated damages for every day of delay of the delivery of the Purchased goods/services/equipment.

Warranty

Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.

Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.

PhilGEPS INFORMATION:

PhilGEPS Solicitation No. CHED-NCR RFQ2026-02-014

Reference No. 12826433

Published Date: March 5, 2026

Closing Date: March 9, 2026 - 9:00 AM