

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region VII, Central Visayas  
**DIVISION OF BOHOL**  
 City of Tagbilaran

**REQUEST FOR QUOTATION**

RFQ NO.: 2020-11-12287  
 DATE: 11-16-20

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No. \_\_\_\_\_  
 TIN No. \_\_\_\_\_

Please quote your best offer for the item described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation.

Submit your quotation duly signed by you or your duly representative and copies of the following eligibility requirements not later than \_\_\_\_\_.

1. DTI/SEC Registration
2. Business Permit
3. Latest Annual Income Tax/EFPS
4. Certificate of PhilGEPS Registration
5. Other Supporting Documents

**Sealed Quotations** may be submitted or mailed at DepEd-Division Office, Division of Bohol, CPG Avenue, Tagbilaran City.

*Marina S. Salamanca*  
**MARINA S. SALAMANCA**  
 BAC Chairperson

After having carefully read and accepted the Terms and Conditions, I/we submit your quotation/s for the item/s as follows:

Item/Description	QTY	Unit	Approved Budget for the Contract	OFFER					REMARKS
				PRICE			Compliance with Technical Specifications (Please Check)		
				QTY	Unit Price	Total Price	Yes	No	
Food and Accommodation for the Finalization of the Proposed DepEd Bohol Customized Handbook of Financial Management on November 25-27, 2020									
Accounting Unit, Budget, IAS, Selected Sr. Bookkeepers (2,000/pax for 3 days)	14	pax	84,000.00						
SDS and Selected Division Chiefs (2,000 per pax for 1 day)	4	pax	8,000.00						
<b>TOTAL</b>			<b>92,000.00</b>						
x-x-x-x-x-x-x-x-x-x									
<b>Note:</b> Only the actual number of participants who registered shall be paid.			Function Hall Requirements: Can comfortably accommodate at least 20 pax, Spacious workshop tables and chairs, Availability of audio-visual equipment with standby technical assistant, LCD Projector, Complete set of sound system, Extension wires, At least 2 wireless microphones, Strong & unlimited WiFi connection, Tables and chairs for the Facilitators (and for Registration Area), Function Hall Availability 8am-8pm				11/25/2020 Day 1- AM Snacks, Lunch, PM Snacks & Dinner 11/26/2020 – 11/27/2020 Day 2 & 3 – Breakfast, AM Snacks, Lunch, PM Snacks, Dinner 11/28/2020 Day 4 – Breakfast only		
<b>Purpose:</b> For the participants of the Finalization of the Proposed DepEd Bohol Customized Handbook of Financial Management									

\_\_\_\_\_  
 (Signature Over Printed Name)