

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

REQUEST FOR QUOTATION

RFQ NO.: 2020-10-012235A
 DATE: 10-23-20

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
 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	
Common Supplies to be used in DepEd Division Office for the Last Quarter of 2020									
Battery AA, (2 pcs/pack)	50	pack	5,295.00						
Binder Clip Large	50	pcs	412.50						
Binder Clip Medium	50	pcs	247.50						
Binder Clip small	50	pcs	110.00						
Bond Paper Long Subs. 20 8.5x 13	300	rms	66,000.00						
Bond Paper Short Subs. 20 8.5x 11	500	rms	94,600.00						
Bond Paper A4 Subs. 20 8.25x 11.75	250	rms	51,700.00						
Correction Tape, 6 meters	300	pcs	14,190.00						
Date Stamping Machine, Heavy Duty	10	pcs	5,000.00						
Expanding Envelope, Kraftboard, for legal size	200	pcs	3,740.00						
Fastener Plastic	20	box	1,210.00						
Folder Expanding (Long, Green)	300	pcs	9,570.00						
Folder File Organizer 1 Compartment	20	pcs	2,970.00						
Folder Long White	300	pcs	1,815.00						
Folder Short White	300	pcs	1,485.00						
Glue 60ml, Small	20	btls	462.00						
Glue, All-Purpose, 100 grams	20	btls	1,100.00						
Marker, Whiteboard, Blue	24	pcs	1,560.00						
Mimeo Paper, subs. 20, long	100	rms	23,650.00						
Mimeo Paper, subs. 20, short	100	rms	20,350.00						

Numbering Stamp Machine, Heavy Duty, 10 digits	1	pcs	840.00						
Paper Tray, 3 layers	10	pcs	5,000.00						
Pencil, lead	20	box	2,160.00						
Record Book, 500 pages	60	pcs	7,800.00						
Rubber Band, 70mm min lay flat length (#18)	50	bxs	8,075.00						
Sign Pen, blue .5 mm (12pcs/box)	50	bxs	15,840.00						
Sign Pen, red .5 mm (12pcs/box)	40	bxs	12,672.00						
Sign Pen, Energel Metal Point, 0.7mm ball	60	pcs	4,500.00						
Stamp Pad ink, violet, 120mL	10	btls	1,138.50						
Staple Wire # 10	20	box	300.00						
Staple Wire # 35	100	box	5,390.00						
Stapler # 35 heavy duty with staple remover	20	pcs	7,936.00						
TAPE, masking, 24mm, 50 meters length	50	rls	2,475.00						
TAPE, packaging, 48mm, 50 meters length	30	rls	1,122.00						
TAPE, transparent, 24mm, 50 meters	30	rls	627.00						
TWINE, Plastic, 1 kilo per roll	100	rls	8,500.00						
USB Flash Drive 128GB	50	pcs	80,000.00						
TOTAL			469,842.50						
X-X-X-X-X-X-X-X									

Purpose: For use in DepEd Division Office for the Last Quarter of 2020

(Signature Over Printed Name)

Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of Thirty(30) calendar days from the date of submission.
3. Price quotation/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Award of contract shall be made to the lowest quotation (for goods and infrastructure)
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
7. The item/s shall be delivered on the date and place specified in the purchase order and shall commence from the receipt thereof.
8. The Inspection Committee shall have the right to inspect and/or to test the goods to confirm their conformity of the technical specifications.
9. Liquidated damages equivalent to the one-tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The Head of the Procuring Entity shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.