

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

**REQUEST FOR QUOTATION**

RFQ NO.: 2021-12-012812  
 DATE: 12-09-21

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.

  
**DR. DANILO G. GUDELOS AO**  
 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	
Supplies and Materials for ALIVE Classes of Madrasah School of Ubay CES and Jagna CES									
3-in-1 multi-function Printer (Scanning, Printing, Photocopying)	4	units	39,600.00						
Printer Ink Black	42	btl	16,800.00						
Printer Ink Yellow	42	btl	16,800.00						
Printer Ink Cyan	42	btl	16,800.00						
Printer Ink Magenta	42	btl	16,800.00						
Bond Paper A4 substance 20	161	ream	37,030.00						
Long arm Stapler #35	8	pcs	7,600.00						
Staple Wire #35	8	box	560.00						
Stapler #35	8	pcs	3,760.00						
<b>TOTAL</b>			<b>155,750.00</b>						
x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x									

**Purpose:** to provide office and school supplies to ALIVE Classes of Madrasah Schools.

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