

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

**REQUEST FOR QUOTATION**

RFQ NO.: 2023-01-0003  
 DATE: 01-09-2023

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. GUDEOSAO**  
 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	
<b>Procurement of Photocopy Machines for the Procurement Management Unit (PMU) and Property and Supply Section of DepEd Division of Bohol.</b>									
Photocopy Machine, A3 monochrome copier with standard GDI printing and TWAIN scanning functions; network connectivity; copy/print speed up to 18 pages per minute; standard paper capacity of 350 sheets (incl. 100 sheets from multi-bypass tray); paper sizes A5 to A3 and paper weight 64-157 g/m3	2	unit	99,800.00						
<b>TOTAL</b>			<b>99,800.00</b>						
x-x-x-x-x-x-x-x-x-x-x									

**Purpose:** For use in procurement process.

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