

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

**REQUEST FOR QUOTATION**

RFQ NO.: 2023-03-0059  
 DATE: 03-07-2023


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. GUDELOS AO**  
 BAC Chairperson *gg*

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 Common Use Supplies to be used in DepEd-Bohol Division Office for the First Semester of 2023.</b>									
Ballpen Black	10	box	900.00						
Ballpen Blue	10	box	900.00						
Battery AA, Energizer (2 pcs/pack)	20	packs	2,280.00						
Battery AAA, Energizer (4 pcs/pack)	10	packs	2,260.00						
Bond Paper, Short Subs. 20 8.5x 11	500	rms	105,000.00						
Bond Paper, A4 Subs 20 8.25 x 11.75	300	rms	69,000.00						
Correction Tape, 6 meters	500	pcs	12,500.00						
Expanding Envelope, Kraftboard, for legal size	300	pcs	7,500.00						
Folder, expanding long, red	200	pcs	6,400.00						
Folder, expanding long, blue	200	pcs	6,400.00						
Folder, expanding long, yellow	200	pcs	6,400.00						
Folder, Long White	500	pcs	3,500.00						