

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

REQUEST FOR QUOTATION

RFQ NO.: 2023-05-0152
 DATE: 05-29-2023

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	
Procurement of Semi-Expendable Office Equipment for the Budget Unit.									
Laptop Computer * Processor: Intel Core i5-1235U * Display: 15.6" Full HD 1920 x 1080 * Memory: 8GB of DDR4 * Storage: 512GB NVMe SSD * GPU: Intel UHD Graphics or higher * OS: Windows 11 Home	1	unit	40,000.00						
Paper Shredder * Shred Capacity: 12 sheets * Shred Size: 3.25mm * Continuous Run Time: 10 mins. * Bin Capacity: 23L * Machine Noise: <58dB * Machine Power: 240W	1	unit	15,000.00						

reverse									
* Visible Paper Bucket									
Fold-in-Half Table * Measurements: W180xD76xH74 cm. * Material: HDPE plastic panel 4cm; powder coated finished steel frame 25x1.0 mm. * Color: Gray or Brown (wood pattern)	1	unit	4,500.00						
TOTAL			59,500.00						
X-X-X-X-X-X-X-X-X-X									
Purpose: For use in Budget Unit office.									

(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)
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 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.