

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

**REQUEST FOR QUOTATION**

RFQ NO.: 2024-02-0040  
 DATE: 02-26-2024

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. FAYE C. LUAREZ**  
 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 Training Materials for the Various Seminars and Workshops of the SDO Bohol Finance Services Section.</b>									
8.5 x 11 special paper, cream color, laser & inkjet compatible	100	packs	6,800.00						
Certificate Holder, short	500	pcs.	31,000.00						
Cork Board (22.5" x 28.5")	2	units	1,150.00						
Transparent Tape, 1 inch	10	rolls	450.00						
Double-Sided Tape, 1 inch	10	rolls	450.00						
Masking Tape, 1 inch	10	rolls	450.00						
Gel-type Pen, blue, 0.5	30	pcs.	900.00						
Photo Frame, A4, laminated wood borders with stand	100	pcs.	12,500.00						
Sticker Paper, A4, matte, white	20	packs	1,360.00						
Canon 790 Black	2	tubes	1,140.00						
Canon 790 Yellow	2	tubes	1,000.00						
Canon 790 Cyan	2	tubes	1,000.00						
Canon 790 Magenta	2	tubes	1,000.00						

Craft Scissors, assorted designs	10	pcs.	850.00						
Epson 664 Black	2	tubes	800.00						
Epson 664 Yellow	2	tubes	800.00						
Epson 664 Cyan	2	tubes	800.00						
Epson 664 Magenta	2	tubes	800.00						
Bond Paper, 8.5" x 13", substance 20	5	reams	1,315.00						
<b>TOTAL</b>			<b>64,565.00</b>						
X-X-X-X-X-X-X-X-X									
<b>Purpose:</b> For use in various seminars and workshops of Finance Services Section.									

\_\_\_\_\_  
(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.