

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

REQUEST FOR QUOTATION

RFQ NO.: 2024-02-0043
 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. FAY 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	
Procurement of Common Use Office Supplies to be used in DepEd-Bohol Division Office for the First Semester of 2024.									
Ballpen Black	10	box	1,000.00						
Ballpen Blue	40	box	4,000.00						
Battery AA, Energizer (2 pcs/pack)	40	pack	4,800.00						
Battery AAA, Energizer (4 pcs/pack)	10	pack	2,200.00						
Bond Paper, Short Subs. 20 8.5x 11	100	ream	23,000.00						
Bond Paper, Long Subs. 20 8.5x 13	100	ream	25,000.00						
Bond Paper, A4 Subs 20 8.25 x 11.75	50	ream	11,500.00						
Correction Tape, Length: 6 meters	400	pcs	12,000.00						
Folder, Short White	500	pcs	5,000.00						
Folder, Long White	200	pcs	2,000.00						
Mailing Envelope, White, Legal	500	pcs.	2,500.00						
Marker, Whiteboard, Blue	4	box	2,880.00						

Marker, Whiteboard, Black	4	box	2,880.00					
Permanent Marker, Black, Fine/Broad	10	box	4,500.00					
Permanent Marker, Blue, Fine/Broad	10	box	4,500.00					
Permanent Marker, Ultra Fine Pointed Tip	3	box	1,350.00					
Plastic Twine	100	roll	10,000.00					
Puncher, Heavy Duty	5	pcs	1,150.00					
Rubber Band, 70mm min lay flat length (#18)	30	box	6,000.00					
Sign Pen, Blue .5 mm (12pcs/box)	50	box	16,000.00					
Sign Pen, Green .5 mm (12pcs/box)	10	box	3,200.00					
Sign Pen, Purple .5 mm (12pcs/box)	20	box	6,400.00					
Stamp Pad Ink, violet, 120mL	10	btls	1,500.00					
Tape, Double-sided, 24mm, Thin	50	roll	3,000.00					
Tape, Masking, 48mm	50	roll	3,500.00					
Tape, Packaging, 48mm	50	roll	3,500.00					
Tape, Transparent, 24mm	50	roll	3,500.00					
Tape, Transparent, 48mm	50	roll	3,500.00					
Thumb Tacks	20	box	1,000.00					
TOTAL			171,360.00					
x-x-x-x-x-x-x-x-x								
Purpose: For use in DepEd Division of Bohol 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.