

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

REQUEST FOR QUOTATION

RFQ NO.:

2024-07-0079

DATE:

03-20-2024

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 Supplies and Materials for the Instructional Design on Division Training of Trainers (DTOT) on MATATAG Curriculum Training of Teachers and School Leaders.									
Long Bond Paper, subs 20	300	ream	87,000.00						
Velum Paper, white, A4	1500	pcs.	5,625.00						
Certificate Holder, plastic	100	pcs.	10,000.00						
Cartolina, 5 colors	200	pcs.	2,000.00						
Manila Paper, by 5s	500	pcs.	4,000.00						
Expanded Long Envelope, 3 colors	100	pcs.	2,950.00						
Long Envelope	1000	pcs.	7,280.00						
Long Folder, 20/color, white, red & green	30	pcs.	360.00						
Short Folder, 20/color, white, red & green	30	pcs.	330.00						
Notebook	1000	pcs.	16,500.00						
Ballpen	1000	pcs.	8,000.00						
Marker Broad, black & blue.	300	pcs.	12,600.00						
Meta Strips (light green, light yellow, light blue, light pink), 10 reams/color	40	ream	10,000.00						

Scissors	18	pcs.	1,350.00						
Stapler #35	10	pcs.	780.00						
Staple Wire #35	20	box	900.00						
Masking Tape 1"	120	roll	3,000.00						
Glue, 130g	50	bottle	1,350.00						
Paper Clip	36	box	540.00						
Crayon, 16 colors	20	box	1,400.00						
Correction Tape	20	pcs.	500.00						
Pencil	100	pcs.	800.00						
Folder Clip	50	pcs.	500.00						
Sign Pen, blue	100	pcs.	2,900.00						
ID Sling	1000	pcs.	25,000.00						
AA Battery	18	pcs.	1,260.00						
AAA Battery	18	pcs.	1,422.00						
Presenter	18	pcs.	18,000.00						
Storage Box	3	pcs.	3,000.00						
Name Tag Holder	58	pcs.	7,772.00						
TOTAL			237,119.00						
x-x-x-x-x-x-x-x									
Purpose: For use in the Instructional Design on Division Training of Trainers (DToT) on MATATAG Curriculum Training of Teachers and School Leaders.									

(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.