

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

**REQUEST FOR QUOTATION**

RFQ NO.: 2024-04-0112  
 DATE: 04-25-2024


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. DUAREZ**  
 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 |            |             |   |    |         |
|---|------|------|----------------------------------|-------|------------|-------------|---|----|---------|
|   |      |      |                                  | PRICE |            |             | Compliance with Technical Specifications (Please Check) |    | REMARKS |
|   |      |      |                                  | QTY   | Unit Price | Total Price | Yes   | No |         |
| <b>Supply and Delivery of Office Supplies</b> |      |      |                                  |       |            |             |   |    |         |
| Expanded Folder - Long                        | Pc.  | 20   | 700.00                           |       |            |             |   |    |         |
| Multi-Purpose Glue - 120 gms                  | Bot. | 2    | 130.00                           |       |            |             |   |    |         |
| Fastener                                      | Box  | 1    | 50.00                            |       |            |             |   |    |         |
| Staple Wire #35                               | Box  | 1    | 70.00                            |       |            |             |   |    |         |
| Ballpen - Blue                                | Pc.  | 24   | 240.00                           |       |            |             |   |    |         |
| Ballpen - Black                               | Pc.  | 24   | 240.00                           |       |            |             |   |    |         |
| Ballpen - Green                               | Pc.  | 12   | 120.00                           |       |            |             |   |    |         |
| Correction Tape - Small                       | Pc.  | 6    | 210.00                           |       |            |             |   |    |         |
| Permanent Marker - Broad, Black               | Pc.  | 4    | 200.00                           |       |            |             |   |    |         |
| Ink - Epson #003 Black, Cyan, Yellow, Magenta | Set  | 1    | 1,600.00                         |       |            |             |   |    |         |
| Stapler - #35                                 | Pc.  | 2    | 1,200.00                         |       |            |             |   |    |         |
| Ink - Brother, Black, Cyan, Yellow, Magenta   | Set  | 1    | 2,800.00                         |       |            |             |   |    |         |
| x-x-x-x-x-x-x-x-x-x                           |      |      |                                  |       |            |             |   |    |         |
| <b>TOTAL</b>                                  |      |      | <b>7,560.00</b>                  |       |            |             |   |    |         |
| <b>Purpose: For CVIRAA 2024</b>               |      |      |                                  |       |            |             |   |    |         |