REQUEST FOR QUOTATION

RFQ NO.: 2022-06-0224
DATE: 06/28/2022

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. GUDELOSAO
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	
Common Office Supplies to be used in DepEd Division Office for July to December 2022.									
Battery AA, (2 pcs/pack)	40	pack	5,676.00						
Ball Pen, Blue (12 pcs/box)	20	box	1,320.00						
Ball Pen, Black (12 pcs/box)	10	box	660.00						
Cartridge, 35A toner	2	pcs	9,218.00						
Cartridge, 85A toner	2	pcs	9,218.00						
Correction Tape, 6 meters	300	pcs	6,270.00						
Folder Long, White	500	pcs	3,025.00						
Glue Stick for paper	10	pcs	800.00						
Lever Arch File, 2 side ring binders	10	pcs	2,530.00						
Permanent Marker, Black, Fine	50	pcs	1,870.00						
Permanent Marker, Blue, Fine	50	pcs	1,870.00						
Scissors	5	pcs	308.00						
Sign Pen, blue .5 mm (12pcs/box)	30	bxs	9,504.00						
Sign Pen, black .5 mm (12pcs/box)	20	bxs	6,336.00						
Sign Pen, purple .5 mm (12pcs/box)	10	bxs	3,168.00						
Stapler # 35	10	pcs	4,335.00						
Staple Wire # 35	100	box	6,820.00						
Sticky Notes, 2 x 3	200	pcs	5,000.00						
Storage Box, 20L	2	pcs	800.00						
Storage Box, 120L	10	pcs	10,000.00						
Tape, transparent 24mm	50	roll	1,450.00						
Tape, masking 24mm	20	roll	980.00						
Tape, packaging 48mm	30	roll	1,140.00						
TOTAL			**92,298.00**						
x-x-x-x-x-x-x-x-x-x-x-x-x-x									

Purpose: For use in DepEd Division Office for July to December 2022.