



Republic of the Philippines
Department of Education
 CARAGA REGION
SCHOOLS DIVISION OF BUTUAN CITY

REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies to provide support to CLCs for the conduct of the Presentation Portfolio Assessment

Package: _____
 Supplier: _____
 Address: _____
 Supplier's Contact No.: _____ Email: _____
 Name of Authorized Representative: _____
 TIN: _____ VAT ☐ Non-VAT ☐

PR No.: 23-06-126
 Date: 6/14/2023
 Canvass No.: _____
 PhilGEPS Reg. No.: _____
 DBP Account No.: _____
 OTHER Bank: _____

Please quote your lowest price/s on the item/s listed below. You are requested to return this quotation in duly sealed envelope which will be opened by a duly authorized representative.

Bids will be opened by this office until **June 22, 2023 at 9:00 a.m.**

Very truly yours,

CORAZON P. ROA, EdD
 BAC Chairperson

End-User: M.D. Abalos/A. Ceniza

ITEM NO.	QUANTITY	UNIT	AGENCY SPECIFICATIONS	BIDDERS SPECIFICATIONS	UNIT COST	TOTAL AMOUNT
LOT 1 - BONDPAPERS, ENVELOPE						
	20	reams	Short-sized Board Paper with 100pcs per ream gsm-85			
	2,000	pcs	Short-sized Plastic Envelope			
	20	reams	A4-sized Bond Paper sub20-gsm70			
LOT 2 - INK						
	39	pcs	Printer Ink Yellow 003			
	39	pcs	Printer Ink Magenta 003			
	39	pcs	Printer Ink Cyan 003			
	117	pcs	Printer Ink Black 003			
**** NOTHING FOLLOWS ****						

☐ Cash-on-Delivery Basis
 ☐ Cash-on-Pick-up Basis
 ☐ Order Basis upon P.O. in ____ days

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2023 at _____, Philippines.

QUOTATION submitted by:

REMARKS: _____

Supplier's Name & Signature

Supplier's Position/Designation

CANVASSED by:

ANTHONY JAMES HUGAND ZARCAL

Canvasser's Name & Signature

This form is to be submitted not later than

Bid Opening: June 22, 2023

NOTE: _____