



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

REQUEST FOR QUOTATION

**Supply and Delivery of Office Supplies and Equipment for the In-House
Printing and Reproduction of Transition Learning Resources for Quarter 2 and**

Package: 7, Music, Arts and Values Education

Supplier: _____

Address: _____

Supplier's Contact No.: _____ **Email:** _____

Name of Authorized Representative: _____

TIN: _____ **VAT** ☐ **Non-VAT** ☐

PR No.: 2025-02-024 L1

Date: _____

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 received until February 24, 2025 and will be opened at 9:00 AM on the same day.

Very truly yours,


LEONEVEE V. SILVOSA, CESE
 BAC Chairperson

End-User: D. ORBILLOS

ITEM NO.	QUANTITY	UNIT	AGENCY SPECIFICATIONS	BIDDERS SPECIFICATIONS	UNIT COST	TOTAL AMOUNT
LOT 1- OFFICE EQUIPMENT						
	410	reams	Bondpapers A4 size, 70 gsm			
	14	boxes	Heavy Duty Staple Wire, size 23/10, 10mm			
	15	boxes	Heavy Duty Staple Wire, size 23/8, 8mm			
	2	boxes	PVC Binding Cover, clear, 200 microns, 100pcs per box			
						ABC: 76,060.00
**** NOTHING FOLLOWS ****						

* Once there is complete delivery and duly inspected or accepted; payment processing will be initialized.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2025 at _____, Philippines.

REMARKS: _____

QUOTATION submitted by:

Supplier's Name & Signature

Supplier's Position/Designation

This form is to be submitted not later than

Bid Opening: February 24, 2025

CANVASSED by:

NOTE: _____

Canvasser's Name & Signature