

Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
 Government Center, Candahug, Palo, Leyte

TO: \_\_\_\_\_

PR NO: 21-01-09  
 DATE: January 5, 2021  
**AD-PS**

**REQUEST FOR QUOTATION**

Sealed proposal plainly marked Proposal to supply materials to the Government subject to terms and condition contained herein will be received at the BAC office, Dep.Ed. RO 8, Government Center, Candahug, Palo, Leyte until \_\_\_\_\_ and publicly opened in the presence of the members of the committee on Awards or their Authorized representative and the bidders and or their representative.

QTY	UNIT	ARTICLE	UNIT PRICE	TOTAL
		<b>Procurement for Continuous Forms for the Printing of Payroll for January 2021</b> 100 Boxes Continuous Form, 3-plym sub. 20, 9 1/2" x 11" CARBONLESS		
For more details on the procurement contact End User: <b>Payroll Services, Personnel Section, Administrative Division</b> , DepEd Regional Office VIII, Candahug, Palo, Leyte 6501   Contact No/s. <b>(053) 832-4631 or 323-2728</b> / Email: <b>personnel.region8@deped.gov.ph</b>				

ABC= Php100,000.00

Deadline of Submission of RFQ: January 8, 2021

**Requirements in Canvassing on Accredited Stores/Suppliers**

(Please comply with the following for ONLINE PAYMENT purposes)

1. Electronic copy of bank account, preferably Land Bank of the Philippines
2. Mayor's Permit/Business Permit
3. DTI Permit
4. Tax Certification/BIR Certificate
5. Philgeps Registration/ Certificate
6. Exact Location/ Address of the Store/ Establishment
7. Picture of Signage/Billboard of the Store/ Establishment
8. Statement of the Prospective Bidder that it is not blacklisted or barred from bidding by the Government or any of its agencies, offices, corporations or LGUs as required in Item No. 9.2 of COA Circular No. 2012-001 dated June 14, 2012.
9. Sworn Affidavit of he bidder that it is not related to the Head of Procuring Entity (HOPE) by consanguinity or affinity up to the third civil degree as required in the same COA Circular.

**TERMS AND CONDITION:**

Place of delivery, Dep.Ed. RO 8, Government Center, Candahug, Palo, Leyte within immediate days from receipt of the order. Absence and/ or failure on the part of the bidder(s) to appear in the opening of the sealed bids shall be considered as a waiver.

I HEREBY CERTIFY that I am in a position to furnish the above articles and quantities stated except those marked " NONE". These terms and conditions specified above and at the back of this form are hereby offered.

Authorized Signature Over Printed Name:

Bidder: \_\_\_\_\_ TIN No. \_\_\_\_\_

Contact No: \_\_\_\_\_

Canvassed by: \_\_\_\_\_

Approved:

(SGD)  
 \_\_\_\_\_  
**ARNULFO M. BALANE, CESO V**  
 Director III / BAC Chairman

OPENED:	
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____
_____	DATE: _____

**NOTE:** Place this inside the official envelope sealed with your signature across the opening part and personally deliver this to **DepEd RO VIII** (Attn: ARNULFO M. BALANE, CESO V, BAC Chairman)



**LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS**  
*...where LEADers create great schools*

(053) 323-3156 | region8@deped.gov.ph | BAC