**REQUEST FOR INFORMATION**

**To the prospective Supplier/Provider:**

The Department of Education Region IV-A CALABARZON is in need of the items described below. In this regard, kindly accomplish in full this Request for Information form by filling out the tables with the required details. Indicate N/A if not applicable.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot/Item** | **Item/Description/Technical Specifications** | **Quantity** | **Brand/Make or Model** | **Estimated Unit Cost** | **Estimated Service Cost** | **Other Charges** | **Total** |
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| **Delivery Terms** | | **Other Terms and Conditions** | | | **Remarks** | | |
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* *Attach brochures/flyers or any material describing specification/s.*

**Submitted by: Requested by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Contact person:

Company Name:

Contact number:

Email Address: