



Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
 Region XI  
 CITY SCHOOLS DIVISION OF DIGOS CITY  
 Digos City



**REQUEST FOR QUOTATION**

19-11-176

RFQ No.

December 2, 2019

Date

Company Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Contact No. \_\_\_\_\_  
 TTN No. \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative.

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE on December 17, 2019
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

**REQUIRED DOCUMENTS TOGETHER WITH THE RFQ:**

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (ORIGINAL)

**NOTE:** For CY 2019, bidders shall submit these documents to DepEd Digos City Division only ONCE.

6. Approved Budget: 700 per head/ Day

*Melanie P. Estacio, Ph.D.*  
 MELANIE P. ESTACIO, Ph.D.  
 BAC CHAIRMAN

(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL)

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
1	For Lease of Real Property	Heads	100		
	Team Formation and Strengthening: Spirituality and Team Management				
	Specifications:				
	Snacks: AM -suman with mango and hot chocolate				
	Lunch: steamed rice, native/steamed vegetables, grilled tuna, chicken lemon grass, beef soup, fruits, cucumber with lemon juice, 2 pork lechon, 5 chicken lechon				
	Snacks PM: Beef lasagna and four seasons juice				
	Dinner: steamed rice, beef steak, wines, finger foods, fruits, chicken adobo, pancit guisado.				
	Inclusive of bottomless cold/hot water and coffee, working tables and chairs, light and sound system, tarpaulin for backdrop				
	Charge to HRTD Funds				
	<b>SUBJECT TO WITHHOLDING TAX</b>				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Canvassed by: *[Signature]*  
 \_\_\_\_\_  
 12-02-19  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Telephone/Cellphone Number

\_\_\_\_\_  
 Printed Name/Signature of Authorized Representative

Date: \_\_\_\_\_