

Republic of the Philippines DEPARTMENT OF EDUCATION

Region XI

CITY SCHOOLS DIVISION OF DIGOS CITY

Digos City

REQUEST FOR QUOTATION



		20-08-043
		RFQ No.
		3-Sep-20
		Date
Company Name	<u></u>	
Address	:	
Contact No.	:	
TIN No.	<u></u>	
	quote your lowest price on the item/s listed below, subject to the General Conditions, t 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 WITHIN 10 DAYS UPON RECEIPT OF P.O.
 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 New Netternent (ORIGINAL)

NOTE: For CY 2020, bidders shall submit these documents to DepEd Digos City Division only ONCE.

6. Approved Budget: Php 71,200.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRIC
1	Riso Master	roll	4		
2	Riso Ink	bot/tank	16		
3	Toner-Ink (Ineo 165e)	roll	4		
	 			1	
				+	
	†			1	
				+	
	SUBJECT TO WITHHOLDING TAX			1	

	SUBJECT TO WITHHOLDING TAX		
After havi	ng carefully read and accepted your General Conditions, I/We quote you on	on the	
tem/s at prices noted	d above.		
Canvassed by:			
		Company Name	
Da	nte	Telephone/Cellphone Number	
		Printed Name/Signature of Authorized Representative	е
		Date:	