

Republic of the Philippines

DEPARTMENT OF EDUCATION

Region XI

CITY SCHOOLS DIVISION OF DIGOS CITY

Digos City

REQUEST FOR QUOTATION



Company Name	:
Address	:
Contact No.	:
ΓΙΝ 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.
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 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 Permitb) PhilGEPS Registration
- c) Income/Business Tax Return

d) Omnibus Sworn Statement (ORIGINAL)

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

6. Approved Budget: Php 99,000.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE TOTAL PRICE
1	Photocopier toner Tn116 (A1UC0D0)	рс	12	
	Photocopier INEO (165e INK TN116)	рс	10	
				-
				
	SUBJECT TO WITHHOLDING TAX ving carefully read and accepted your General Conditions, I/We quote you on			

After having carefully read and accepted your General Conditions, I/We quote you on t	he
item/s at prices noted above.	
Canvassed by:	
_	
	Company Name
_	
	Telephone/Cellphone Number
Date	
-	
	Printed Name/Signature of Authorized Representative
	Date: