

# DEPARTMENT OF EDUCATION

Region XI

### CITY SCHOOLS DIVISION OF DIGOS CITY

Digos City



Date

## REQUEST FOR OUOTATION

VOLUE LOW GOOD HIDD	
	20-11-091A
	RFQ No.
	10 Nov. 20

Company Name	1	
Address	;	
Contact No.	:	
TIN 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.

BASILIO P. MANA-AY, JR., EdD BAC CHAIRMAN

#### 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 Sworn Statement (ORIGINAL)

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

6. Approved Budget: Php 167,600.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRIC
1	Clearbook	рс	1000		
2	Plastic Expandable Envelop w/ Holder	рс	1000		
3	Big Notebook 40 leaves	рс	1000		
4	Ballpen (black)	рс	20		
5	Canon ink Cartridge Black 210	рс	4		
6	Canon ink Cartridge Color 211	рс	2		
	SUBJECT TO WITHHOLDING TAX				

	After having caref	ully read and accept	ed your Gener	al Conditions.	I/We quote you on the
item/s	at prices noted above.				

Canvassed by:	
	Company Name
Date	Telephone/Cellphone Number
	Printed Name/Signature of Authorized Representative