



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



REQUEST FOR QUOTATION

Company Name _____
 Address _____
 Contact No. _____
 TIN No. _____

RFQ No. **23-07-078**
 Date: **July 24, 2023**
 Date and Time of Opening: **August 2, 2023, 9:30 AM**

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.

BEVERLY S. DAUGDAUG, EdD
 BAC CHAIRMAN

NOTE:

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. COMPLETE DELIVERY OF ITEMS MUST BE ON **AUGUST 24-25, 2023**.
3. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
4. PAYMENT TERM: WITHIN 30 DAYS
5. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
6. BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFO:

- a) Mayor's/Business Permit
- b) PhilGEPS Registration
- c) Income/Business Tax Return
- d) Omnibus Sworn Statement (**ORIGINAL**)
- e) Bank Account Number (Photocopy of any Proof of Bank Account)

NOTE: For CY 2023, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

7. Approved Budget: **P 81,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Lease of Real Property and Venue for the 2nd Rolling Regional Quarterly Meeting of Legal Officers and Staff and Legal Caravan Cum Training of Division Personnel and School Heads on Legal Matters on August 24-25,2023				
	Full Accomodation, Venue and Meals (Day 1 and Day 2)	head	21		
	Venue and Meals (Day 2)	head	65		
	Day 1				
	PM Snacks: Spaghetti, 2 slices tasty bread, 1 piece battered chicken, and canned juice				
	Dinner: Egg and corn soup, steamed rice, garlic chicken, beef steak, vegetables stew, fresh fruits, and canned juice				
	Day 2				
	Breakfast: Fried rice, scrambled eggs, tocino, hot coffee/chocolate, and fresh fruits				
	AM Snacks: Chicken bam-I, 2 slices of tasty bread, and canned juice				
	PM Snacks: Carbonara, 2 slices tasty bread, and canned juice				
	Lunch: Chicken sotanghon soup, steamed rice, fish sweet and sour, chicken adobo, beef ampalaya, fresh fruits, and canned juice				
	<i>Inclusions: Projector, hot/cold water, overflowing coffee, sound system, clean comfort rooms with hand soap and alcohol</i>				
	<u>SUBJECT TO WITHHOLDING TAX</u>				

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

Canvassed by:

DOMINADOR ESPACIO / DIANA GRACE V. AMIGO

Date _____

Company Name _____

Telephone/Cellphone Number _____

Printed Name/Signature of Authorized Representative _____

Date: _____