



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. **23-08-085**  
 Date: **September 11, 2023**  
 Date and Time of Opening: **September 15, 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. DELIVERY PERIOD MUST BE ON **SEPTEMBER 22,23,29 & 30, OCTOBER 27-28 & NOVEMBER 10-11, 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 RFQ:**

- 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 300,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
<b>Lot 1</b>	<b>Lease of Real Property and Venue, Meals and Snacks for the Capacity</b>				
	<b>Development for the Creation and Evaluation of Learning Activity Sheets</b>				
	<b>Round 1 (Write-shop)</b>				
	<b>Day 1: September 22, 2023</b>	head	75		
	AM Snacks: Canned juice and special biko				
	Lunch: Rice, butter chicken, beef steak, sotanghon guisado, canned juice and fruits				
	PM Snacks: Canned juice and special siopao				
	<b>Day 2: September 23, 2023</b>	head	75		
	AM Snacks: Hot choco, puto maya				
	Lunch: Steamed rice, fish sweet and sour, special chopsuey, fried chicken, canned juice and fruits				
	PM Snacks: Canned juice and special empanada				
	<b>Round 2 (Write-shop)</b>				
	<b>Day 1: September 29, 2023</b>	head	75		
	AM Snacks: Canned juice and special biko				
	Lunch: Rice, buttered chicken, beef steak, sotanghon guisado, canned juice and fruits				
	PM Snacks: Canned juice, special siopao				
	<b>Day 2: September 30, 2023</b>	head	75		
	AM Snacks: Fruit juice, siopao				
	Lunch: Steamed rice, fish sweet and sour, special chopsuey, fried chicken, canned juice and fruits				
	PM Snacks: Canned juice, special ensaymada				
	<b>(Continue on the next page...)</b>				
	<b><u>SUBJECT TO WITHHOLDING TAX</u></b>				

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: \_\_\_\_\_



