



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. **23-08-089**
 Date: **September 1, 2023**
 Date and Time of Opening: **September 6, 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:

- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
- DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
- PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
- PAYMENT TERM: WITHIN 30 DAYS
- INDICATE PRICES PER ITEM AND TOTAL AMOUNT
- BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFO:

- Mayor's/Business Permit
- PhilGEPs Registration
- Income/Business Tax Return
- Omnibus Sworn Statement (ORIGINAL)
- 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 70,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Wooden tables				
	W 2.5 ft. X L 8 ft. X H 2.5 ft (mahogany wood)	unit	4		
	W 2.5 ft. X L 10 ft. X H 2.5 ft (mahogany wood)	unit	1		
	<i>Wooden top with 1.5 inches thick and 3x3x28 inches wooden legs</i>				
	<i>Inclusive of fabrication and installation charges</i>				
	<i>Auto finish painting</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

 Company Name

 Date

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative

Date: _____