



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. **23-09-096**
 Date: **September 13, 2023**
 Date and Time of Opening: **September 20, 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.

BEVERL S. DAUGDAUG, EdD
 BAC CHAIRMAN

- NOTE:**
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
 2. DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
 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 14,400.00**

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

| ITEM NO. | ITEM & DESCRIPTION | UNIT | QTY. | UNIT PRICE | TOTAL PRICE |
|--------------|--|-------|------|------------|-------------|
| Lot 1 | Change oil for two (2) DepEd utility vehicles: | lot | 2 | | |
| | HiAce Commuter Van (Plate # P5Y 844) & Estrada Pick-up | | | | |
| | <i>FOR 10,000kms Oil</i> | | | | |
| | Fuel filter (Van Commuter) | piece | 1 | | |
| | Fuel filter (Pick-up Estrada) | piece | 1 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | <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 / JOEL E. ESTOMO / RAPHAEL RAE TAGULAO

_____ Company Name

_____ Telephone/Cellphone Number

_____ Printed Name/Signature of Authorized Representative

Date: _____

Date: _____