



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. **23-09-097**
 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.

BEVERLY S. DAUGDAUG, EdD
 BAC CHAIRMAN

NOTE:

- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
- DELIVERY PERIOD MUST BE ON **NOVEMBER 8-10, 2023**.
- 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 228,000.00**

(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, Meals and Snacks and Accommodation for the Year-End Review and 2024 Target Setting on November 8-10, 2023				
	1st Batch (November 8-9, 2023)	head	50		
	Lunch: Egg drop soup, chicken inasal, beef caldereta, stir fry vegetables, lemonade, fresh fruits, ice				
	PM Snacks: Pinoy spaghetti with slices of bread and juice				
	Dinner: Tinola chicken soup, rice, fish fillet with sweet and sour, Korean beef stew, mango bar, juice				
	Breakfast: Rice, scrambled egg, chicken tocino, dilis with labanos, bread and butter				
	2nd Batch (November 9-10, 2023)	head	64		
	Lunch: Egg drop soup, chicken inasal, beef caldereta, stir fry vegetables, lemonade, fresh fruits, rice				
	PM Snacks: Pinoy spaghetti with slices of bread and juice				
	Dinner: Tinola chicken soup, rice, fish fillet with sweet and sour, Korean beef stew, mango bar, juice				
	Breakfast: Rice, scrambled egg, chicken tocino, dilis with labanos, bread and butter				
	<i>Inclusions: Accommodation, projector, hot/cold water, coffee, sound system, clean comfort rooms with hand soap and alcohol</i>				
	SUBJECT TO WITHHOLDING TAX				

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 / RAE S. TAGULAO

Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____