



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. **23-09-100**

Date: **September 21, 2023**

Date and Time of Opening: **September 27, 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 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 80,945.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Multipurpose paper, A4, 70 gsm	ream	100		
	Multipurpose paper, Legal, 70 gsm	ream	100		
	Brother ink, BT-D60	bottle	10		
	Brother DCT-420W Ink, Black	bottle	10		
	Brother DCT-420W Ink, Magenta	bottle	8		
	Brother DCT-420W Ink, Yellow	bottle	8		
	Brother DCT-420W Ink, Cyan	bottle	8		
	Toner cartridge, Brother TN-2480 - Black for printer HL-L2375DW	cartridge	2		
	Printer, 3 in 1	unit	1		
	Brother LC539XL ink, black	bottle	2		
	Brother LC535XL ink, cyan	bottle	1		
	Brother LC535XL ink, magenta	bottle	1		
	Brother LC535XL ink, yellow	bottle	1		
	Epson 003, black	bottle	3		
	Epson 003, cyan	bottle	2		
	Epson 003, magenta	bottle	2		
Epson 003, yellow	bottle	2			
<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 / RAE S. TAGULAO

Company Name

Date

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____