



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. **23-10-108**

Date: **October 9, 2023**

Date and Time of Opening: **October 18, 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 73,125.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
	<i>Provision of supplies and materials to schools for the reproduction of ALIVE learning materials</i>				
Lot 1	Epson ink - 664, black	bottle	17		
	Epson ink - 664, cyan	bottle	11		
	Epson ink - 664, magenta	bottle	11		
	Epson ink - 664, yellow	bottle	11		
	Epson ink - 003, black	bottle	17		
	Epson ink - 003, cyan	bottle	12		
	Epson ink - 003, magenta	bottle	12		
	Epson ink - 003, yellow	bottle	12		
	Laminating film, long (100pcs/pack)	pack	11		
	3 in 1 Printer with scanner (Flatbed Color Image Scanner)	unit	1		
	Book paper, A4, 80 gsm	ream	25		
	Book paper, long, 80 gsm	ream	20		
	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: _____