



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. **23-10-111**
 Date: **October 10, 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 5,650.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Cleaning of DepEd Division Office Airconditioning Units				
	Window type	unit	17		
	Split type Aircon	unit	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
 _____ Telephone/Cellphone Number
 _____ Printed Name/Signature of Authorized Representative
 Date: _____

_____ Date