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. **23-10-118A**
Date: **October 16, 2023**
Date and Time of Opening: **October 25, 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 G. DAUGDAUG, EdD**
BAC CHAIRMAN

**NOTE:**
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **DECEMBER 7, 2023.**
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 RFQ:**

**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 190,000.00**

**(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 for the Exhibit and Convergence of | head | 190 | | |
| | Best Practices on Creative Pedagogies, Literacy and Numeracy (MATATAG | | | | |
| | Agenda) cum Making Teams Work and Basic Education Achievements of | | | | |
| | Notable Educators and Genuine Individuals Awards (B.A.N.G.A.) Awarding | | | | |
| | Ceremony on December 7, 2023 | | | | |
| | | | | | |
| | AM Snacks: Chicken buihon guisado with slices of bread, fresh juice | | | | |
| | Lunch: Rice, chicken tinola, sweet & sour fish, mixed vegetables, fresh fruits, | | | | |
| | fresh juice | | | | |
| | PM Snacks: Spaghetti with garlic bread, fresh juice | | | | |
| | Early dinner: Rice, garlic chicken, pinoy beef steak, vegetable salad, brownies, | | | | |
| | fresh juice (buffet style) | | | | |
| | | | | | |
| | *Inclusions: LED screen, hot/cold water, sound system, red carpet, alcohol,* | | | | |
| | *thermal scanner, tarpaulin, photo wall, stage decorations* | | | | |
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| | 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: _____