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. **23-11-126**
Date: **November 9, 2023**
Date and Time of Opening: **November 15, 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.

for
BEVERLY S. DAUGDAUG, EdD
BAC CHAIRMAN

NOTE:
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **NOVEMBER 25, 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 37,050.00

(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 for the Enhancement**	**head**	**62**		
	of Contingency Plan amidst COVID-19 on November 25, 2023				
	Lunch: (To be served at 11:30am)				
	Plain rice, birds' nest soup, grilled tuna, beef mechado, chicken adobo, fresh fruit				
	medley, fruit juice				
	AM Snacks: Beef burger, french fries, fruit juice				
	PM Snacks: Spaghetti with toasted bread, fruit juice				
	Inclusive of working tables and chairs good for 62 heads, 6x8 ft. tarpaulin for				
	backdrop, LCD projector and projector screen, WiFi/Internet access, 2 long tables				
	with table cloths (1 for the registration; 1 for the working committee), flowing coffee				
	and chocolate milk, AM and PM finger chips and peanut				
	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:
RENIL R. CONCOLES
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____