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. **23-11-129B**
Date: **November 17, 2023**
Date and Time of Opening: **November 22, 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 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 125,795.00

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 2	Procurement of Supplies for the Development of Contingency Plan				
	Ballpen, fine 0.5, black	box	80		
	Ballpen, fine 0.5, blue	box	80		
	Certificate holder (A4)	piece	80		
	Correction tape	piece	80		
	Epson Ink 003 Black	bottle	19		
	Epson Ink 003 Cyan	bottle	9		
	Epson Ink 003 Yellow	bottle	9		
	Expanding garterized envelop, legal (long)	piece	80		
	Spiral notebook, 48gsm, 148mmx200mm, 80 leaves	piece	80		
	Paper, multicopy, A4, 80gsm	ream	10		
	Paper, multicopy, Legal, 80gsm	ream	10		
	Printer, inkjet, print scan and copy, with ADF (A4, Letter, Legal, Folio)	unit	1		
	Printer, with photocopier and scanner	unit	1		
	Stapler, #35 standard type (heavy duty)	piece	5		
	Staple wire, standard #35	box	10		
	Marker, permanent bullet type, black	piece	10		
	Marker, permanent bullet type, blue	piece	10		
	Tape, double sided 1"	roll	10		
	Tape, masking, width 48mm (2")	roll	10		
	Manila paper	piece	4		
	Brother ink - BT5000 Cyan	bottle	20		
	Brother ink - BT5000 Magenta	bottle	20		
	Brother ink - BT5000 Yellow	bottle	20		
	Brother ink - BT6000 Black	bottle	25		
	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:

RAE A. AGUIAO

Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____