



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. **23-11-130A**

Date: **November 9, 2023**

Date and Time of Opening: **November 15, 2023, 9:30 AM**

**BEVERLY S. DAUGDAUG, EdD**  
 BAC CHAIRMAN

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.

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **NOVEMBER 23-25, AND DECEMBER 7-9, 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 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 293,400.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
<b>Lot 1</b>	<b>Lease of Real Property and Venue for the: Training on Higher Order Thinking Skills Professional Learning Package (HOTS-PLP) on</b>				
	<b>Batch 1 - November 23-25, 2023</b>	head	<b>82</b>		
	<b>Batch 2 - December 7-9, 2023</b>	head	<b>81</b>		
	<b>Lunch:</b>				
	D1 - Rice, cream of mushroom soup, garden fresh salad, beef steak, crispy chicken, fresh fruits, juice				
	D2 - Rice, native salad, chicken tinola, pork chop, fish fillet (tuna), maja blanca, juice				
	D3 - Rice, egg drop soup, potato salad, pork adobo, chicken BBQ, fruit salad, softdrinks				
	<b>AM Snacks:</b>				
	D1 - Cheese pimiento sandwich with iced tea				
	D2 - Biko with tsokolate				
	D3 - Bibingka with juice				
	<b>PM Snacks:</b>				
	D1 - Puto maya with chocolate drink				
	D2 - Banana cake with juice				
	D3 - Siopao with softdrinks				
	<i>Inclusive of airconditioned plenary hall, LCD projector with screen, sound system with 2 functional wireless microphones, tarpaulin for backdrop (4'x8'), working tables, flag with stand, water dispenser, overflowing coffee, finger foods</i>				
	<b><u>SUBJECT TO WITHHOLDING TAX</u></b>				

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at prices noted above.

Carvised by  
  
**JOEL E. ESTOMO**

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Telephone/Cellphone Number \_\_\_\_\_

Printed Name/Signature of Authorized Representative \_\_\_\_\_

Date: \_\_\_\_\_