



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. **23-11-137A**
 Date: **December 5, 2023**
 Date and Time of Opening: **December 13, 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 127,265.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Procurement of Supplies and Materials for the Upskilling of Instructional Leaders on ABC+: Advancing Basic Education in the Philippines				
	Plastic envelope, with handle and push lock	piece	243		
	Sign pen, black, liquid or gel	piece	243		
	Battery, dry cell, AAA size, two (2) pieces per blister pack	pack	2		
	Writing notebook, 50 leaves	piece	243		
	Glue, multipurpose, 40g	jar	243		
	Paper, multipurpose, A4, 500 sheets per ream	ream	7		
	Paper, multipurpose, Legal, 500 sheets per ream	ream	7		
	Certificate holder, plastic, A4, CH-4 8.27x11.69in.	piece	50		
	Construction paper, assorted	ream	2		
	Photopaper, high gloss, A4, 230G, 20's	pack	10		
	Laminator, hot roll, heavy duty, A3 FM365	unit	4		
	Laminating film, A3 (303mm x 426mm) 250 Microns @ 100pcs/pack	pack	4		
	Cartolina, assorted	piece	160		
	Manila paper, 36x48 inches	piece	200		
	Permanent pen, black	piece	20		
	Heavy duty stapler, 100 pages, DS-23S13QL	piece	2		
	Alcohol, 70% isopropyl, 500 ml	gallon	21		
	Scissors, multi-purpose, hard handle blue, 7 inch	piece	10		
	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:

12/06/23
 Date

 Company Name

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative

Date: _____