



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. **23-12-139B**  
 Date: **December 6, 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 48,750.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 2	<b>Lease of Real Property and Venue, Meals and Snacks for the SBFP Program Implementation Review for CY 2023 on December 16, 2023</b>	head	55		
	<b>Venue:</b> Preferably at the ground floor				
	<b>AM Snacks:</b> Bihon and sliced bread, fresh fruit juice				
	<b>Lunch:</b> Chopseuy, grilled chicken, corn soup, rice, tropical fruits and fresh fruit juice				
	<b>PM Snacks:</b> Chicken siopao, buko juice				
	<i>Inclusive of the following:</i>				
	<i>Pica-pica (fried peanuts), overflowing coffee, water dispenser, tarpaulin (backdrop), sound system and LCD projector</i>				
	<b>Meals and Snacks for the Complementary Program Capacity Building focus on the Integrated School Nutrition Model (ISNM) of Digos Occidental on February 9, 2024</b>	head	35		
	<b>Venue:</b> Pedro Basalan ES				
	<b>AM Snacks:</b> Cheese pimiento double sandwich with fresh lemon juice				
<b>Lunch:</b> Chopseuy, grilled chicken, corn soup, rice, tropical fruits, fresh fruit juice					
<b>PM Snacks:</b> Chicken siopao, buko juice					
<i>Inclusive of the following:</i>					
<i>Pica-pica (fried peanuts), overflowing coffee, water dispenser, program title tarpaulin monoblock chairs and tables</i>					
	<b>SUBJECT TO WITHHOLDING TAX</b>				

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

Canvassed by:

*Renit R. Concepcion*  
 12/7/2023  
 Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

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