



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. **23-12-144**  
 Date: **December 15, 2023**  
 Date and Time of Opening: **December 20, 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 88,964.00**

(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>Procurement of Supplies and Equipment Relevant to the Activities of Basic Education Learning Continuity Plan Implementation</b> |             |            |            |             |
|              | <b>Certificate paper, A4</b>   | <b>pack</b> | <b>500</b> |            |             |
|              | <b>Bondpaper, A4, 80 gsm</b>   | <b>ream</b> | <b>78</b>  |            |             |
|              | <b>Printer</b>   | <b>unit</b> | <b>2</b>   |            |             |
|              | Print, scan, copy fax with ADF compact integrated tank design  |             |            |            |             |
|              | High yield ink bottles   |             |            |            |             |
|              | Spill-free, error-free refilling   |             |            |            |             |
|              | Wi-Fi, Wi-Fi Direct  |             |            |            |             |
|              | <b>Printer</b>   | <b>unit</b> | <b>1</b>   |            |             |
|              | Print, scan, copy  |             |            |            |             |
|              | Compact integrated tank design   |             |            |            |             |
|              | High yield ink bottles   |             |            |            |             |
|              | Spill-free, error-free refilling   |             |            |            |             |
|              | Borderless printing up to 4R   |             |            |            |             |
|              |  |             |            |            |             |
|              |  |             |            |            |             |
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|              |  |             |            |            |             |
|              |  |             |            |            |             |
|              | <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:   
 12-15-23  
 Date

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

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

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

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