



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. **24-01-006**
 Date: **January 12, 2024**
 Date and Time of Opening: **January 17, 2024, 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:**
- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
 - DELIVERY PERIOD MUST BE ON **JAN 26, FEB 23, MAR 15, APR 19, MAY 24, JUNE 21, JULY 19, AND AUG 23, 2024.**
 - PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
 - PAYMENT TERM: WITHIN 30 DAYS
 - INDICATE PRICES PER ITEM AND TOTAL AMOUNT
 - BIDDERS MUST SUBMIT CERTIFIED PHOTOCOPY OF THE FOLLOWING

REQUIRED DOCUMENTS TOGETHER WITH THE RFO:

- Mayor's/Business Permit
- PhilGEPS Registration
- Income/Business Tax Return
- Omnibus Sworn Statement (ORIGINAL)
- 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 426,800.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	Lease of Real Property and Venue, Meals and Snacks for the Management Committee (MANCOM Meeting) for CY 2024 (8 schedules)	head	776		
	<i>Jan 26, Feb 23, Mar 15, Apr 19, May 24, June 21, July 19, and Aug 23, 2024</i> <i>(Schedules may be subject for change. Notice will be provided if postponed)</i>		(97 heads per schedule)		
	Snacks (morning and afternoon)				
	Chicken bihon guisado with bread				
	Beef spaghetti with bread				
	Assorted kakanin				
	Fresh fruit juices				
	Chicken bam-I with bread				
	Finger foods				
	Viands (lunch) -different kinds as agreed (2 main course, 1 soup, 1 appetizer)				
	Vegetables				
	Fish				
	Soup				
	Chicken				
	Beef				
	Noodles				
	Salad as appetizer				
	Rice, Drinks, and Dessert				
	<i>Inclusions: Hot/cold water, coffee, hand soap and alcohol, tarpaulin (backdrop)</i>				
	<i>Buffet arrangement</i>				
	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: _____
 Date: 01/12/24

 Company Name

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative

Date: _____