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. **24-01-007**
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:
1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **FEBRUARY 2, 17, 24, MARCH 1, 16, 27, APRIL 12, 19, MAY 3, 16, 24, 31, JUNE 7, 14, 21, 28, JULY 5, 12, 19, 26, AND AUGUST 2, 9, 16, 23, 2024.**
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 60,000.00

(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 Meals and Snacks for the Written Examination, Open**	**head**	**240**		
	Assessment, and Interview of Applicants for the Various Positions	(10 heads per schedule)			
	24 sessions: February 2, 17, 24, March 1, 16, 27, April 12, 19, May 3, 16,				
	31, June 7, 14, 21, 28, July 5, 12, 19, 26, and August 2, 9, 16, 23, 2024				
	Snacks (selected only)				
	Assorted kakanin				
	Finger foods				
	Sandwich				
	Noodles				
	Lunch (selected only)				
	Steamed rice				
	Chicken				
	Beef				
	Fish				
	Vegetables				
	Noodles				
	Packed meal				
	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:

01/12/24
Date

_____
Company Name

_____
Telephone/Cellphone Number

_____
Printed Name/Signature of Authorized Representative

Date: _____