

## Republic of the Philippines

## DEPARTMENT OF EDUCATION

Region XI

## SCHOOLS DIVISION OF DIGOS CITY

Digos City

## REQUEST FOR QUOTATION



Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date:

Company Name Address Contact No. TIN No.		Date and Tim	RFQ No. 24-01-009 Date: January 30, 2024 Date and Time of Opening: February 7, 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.  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 RFO:  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 2024, bidders shall submit these documents to DepEd Digos City Division only ONCE.  7. Approved Budget: P 138,744.00  (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 Equipment for the Development and				
	production of quality assured SLMs				
	Multi-purpose paper, A4, 70 gsm	ream	148		
	Printer, Ink tank, all-in-one, Print, Scan and Copy	unit	10		
	Trinter, nik tank, an-in-one, i rint, ocan and oopy		- 10		
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	SUBJECT TO WITHHOLDING TAX				
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After having carefully read and accepted your General Conditions,  I/We quote you on the item/s at prices noted above.  Canvassed by:					
The			Co	mpany Name	