



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. **24-01-012D**
 Date: **February 1, 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.

MARIA GENEVIEVE T. FRANCISQUETE
 BAC CHAIRMAN
 For and in the absence of the BAC Chairperson:

CLARENCE S. PILLERIN
 BAC VICE-CHAIRMAN

- NOTE:**
- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
 - DELIVERY PERIOD MUST BE WITHIN 10 DAYS UPON RECEIPT OF PURCHASE ORDER.
 - 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 RFQ:

- 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 2024, bidders shall submit these documents to DepEd Digos City Division only ONCE.

7. Approved Budget: **P 18,182.96**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 4	Procurement of Supplies and Equipment for use of the Division Office for the 1st Quarter of CY 2024				
	AIR FRESHENER	can	2		
	Broom (Walis Tambo)	piece	9		
	Broom (Walis Ting-ting)	piece	8		
	CLEANER, Toilet Bowl and Urinal	bottle	26		
	DETERGENT BAR	bar	25		
	DETERGENT POWDER	pouch	15		
	DISINFECTANT SPRAY	can	31		
	DUST PAN	piece	4		
	Hand Soap, Liquid	bottle	16		
	MOPHANDLE, heavy duty	piece	2		
	TRASHBAG, XL Size	pack/roll	3		
	WASTEBASKET	piece	3		
	FACE MASK	box	15		
	CUTTER/UTILITY KNIFE, for general purpose	piece	5		
	TISSUE, INTERFOLDED PAPER TOWEL	pack	92		
	TOILET TISSUE PAPER, 2 ply	pack	10		
	LIQUID HAND SANITIZER, 500mL	bottle	13		
	INSECTICIDE, 600mL	can	6		
	Wet Wipes	pc	5		
	Multi-function Dish Towel	pc	6		
	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: 2-2-24

_____ Company Name

_____ Telephone/Cellphone Number

_____ Printed Name/Signature of Authorized Representative

Date: _____