



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. **24-02-019**  
 Date: **February 23, 2024**  
 Date and Time of Opening: **February 28, 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. FRANCISCO**  
 BAC CHAIRMAN

**NOTE:**

1. ALL ENTRIES MUST BE LEGIBLY WRITTEN.
2. DELIVERY PERIOD MUST BE ON **FEBRUARY 29-MARCH 1, 2024**.
3. PLACE OF DELIVERY: DEPED-SCHOOLS DIVISION OF DIGOS CITY
4. PRICE VALIDITY MUST BE WITHIN THIRTY (30) DAYS.
5. PAYMENT TERM: WITHIN 30 DAYS
6. INDICATE PRICES PER ITEM AND TOTAL AMOUNT
7. 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 2024, bidders shall submit these documents to DepEd Digos City Division only **ONCE**.

8. Approved Budget: **P 87,000.00**

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

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE	TOTAL PRICE
Lot 1	<b>Lease of Real Property and Venue, Meals and Snacks, and Hotel Accommodation for the Public Consultation for the Infrastructure for Safer and Resilient Schools (ISRS) Project Proposed for World Bank Financing on February 29 - March 1, 2024</b>				
	<b>February 29, 2024 - Lunch and Dinner &amp; March 1, 2024 - Breakfast</b>	head	30		
	<b>Lunch</b> - Steamed rice, bangus sinigang, kinilaw, garden salad, fruits, softdrinks				
	<b>Dinner</b> - Rice, chicken native tinola, grilled tuna with slice cucumber, fruit juice, mango, pomelo				
	<b>Breakfast</b> - Fried rice, pompano, sunny side up egg with tomato, overflowing coffee, banana				
	<b>March 1, 2024 - Snacks and Lunch</b>	head	70		
	<b>AM Snacks</b> - Double decker cheese pimiento with cucumber goblet with siding				
	<b>Lunch</b> - Rice, chicken corn soup, chicken inasal, tuna sweet and sour, lumpiang hubad, pineapple, soft drinks				
	<b>Inclusions:</b>				
	<i>2 Projector, 3 wireless microphone, venue with entrance and exit, comfort rooms, within the function hall, parking space to accommodate participants</i>				
	<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:

2/23/24  
 Date

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

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

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

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