



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. **24-02-020**

Date: **February 27, 2024**

Date and Time of Opening: **March 1, 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

NOTE:

- ALL ENTRIES MUST BE LEGIBLY WRITTEN.
- DELIVERY PERIOD MUST BE ON **MARCH 5, 2024**.
- PLACE OF DELIVERY: DEPED-SCHOOLS DIVISION OF DIGOS CITY
- 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.

8. Approved Budget: **P 29,400.00**

(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 Conduct of Orientation among Secondary School Heads, School TVL Coordinators and School Guidance Counselors/Designates in Policy Implementation of DepEd Order No. 54 S. 2022: Guidelines on the Selection of SHS-TVL Specializations on March 5, 2024	head	49		
	Specifications:				
	AM Snacks: Ham and egg sandwich with cucumber and tomatoes, canned juice				
	Lunch: Steamed rice, tinolang manok, beef steak pinoy, steamed veggies with bagoong, canned juice and fresh fruits				
	PM Snacks: Creamy carbonara with toasted garlic bread, canned juice				
	<i>Inclusive of working tables and chairs good for 45 pax, 6x8 ft. tarpaulin for backdrop, 2 wireless microphones, podium, LCD projector and projector screen, WiFi/Internet access, 2 long tables with table cloths (1 for the registration; 1 for the working committee), flowing coffee and chocolate milk, AM and PM finger chips and peanut</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:
 02/27/24
 Date

 Company Name

 Telephone/Cellphone Number

 Printed Name/Signature of Authorized Representative

Date: _____