



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. **24-03-026**

Date: **March 11, 2024**

Date and Time of Opening: **March 20, 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 ON **MARCH 26, 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 27,000.00**

MARIA GENEVIEVE T. FRANCISQUETE

BAC CHAIRMAN

For and in the absence of the BAC Chairperson:

CLARENCE S. PILLERIN
 BAC VICE-CHAIRMAN

(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 for The Road to Retirement Bliss: Navigating Your Next Chapter on March 26, 2024	head	45		
	AM Snacks: Assorted kakanin with slices of mango and hot choco				
	PM Snacks: Chicken bam-I with slices of tasty bread and buko juice				
	Lunch: Egg and corn soup, steamed rice, garlic chicken, beef steak, vegetables stew, fresh fruits and lemonade				
	<i>Inclusions: Hot/cold water, coffee, sound system, clean comfort rooms with hand soap and alcohol, tarpaulin (for backdrop), projector and screen</i>				
	<i>Tables and chairs/logistical arrangement should follow social distancing</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:

3-13-24
 Date

Company Name

Telephone/Cellphone Number

Printed Name/Signature of Authorized Representative

Date: _____